

Saint
Leo
College
CATALOGUE
1973-1974





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Saint Leo College

Saint Leo, Florida 33574



CATALOGUE 1973-1974

That In All Things God May Be Glorified

RECOGNITION

Accreditation: Southern Association of Colleges and Schools
Teacher Education Program Approval
— Florida State Board of Education

Announcements contained in this publication are subject to change without notice, and may not be regarded in the nature of binding obligations on the College. The College reserves the right to change any provision or requirement when such action will serve the interests of the College or its students.

Published annually by Saint Leo College



This catalogue has been prepared diligently by faculty under the direction of the Vice President for Academic Affairs.

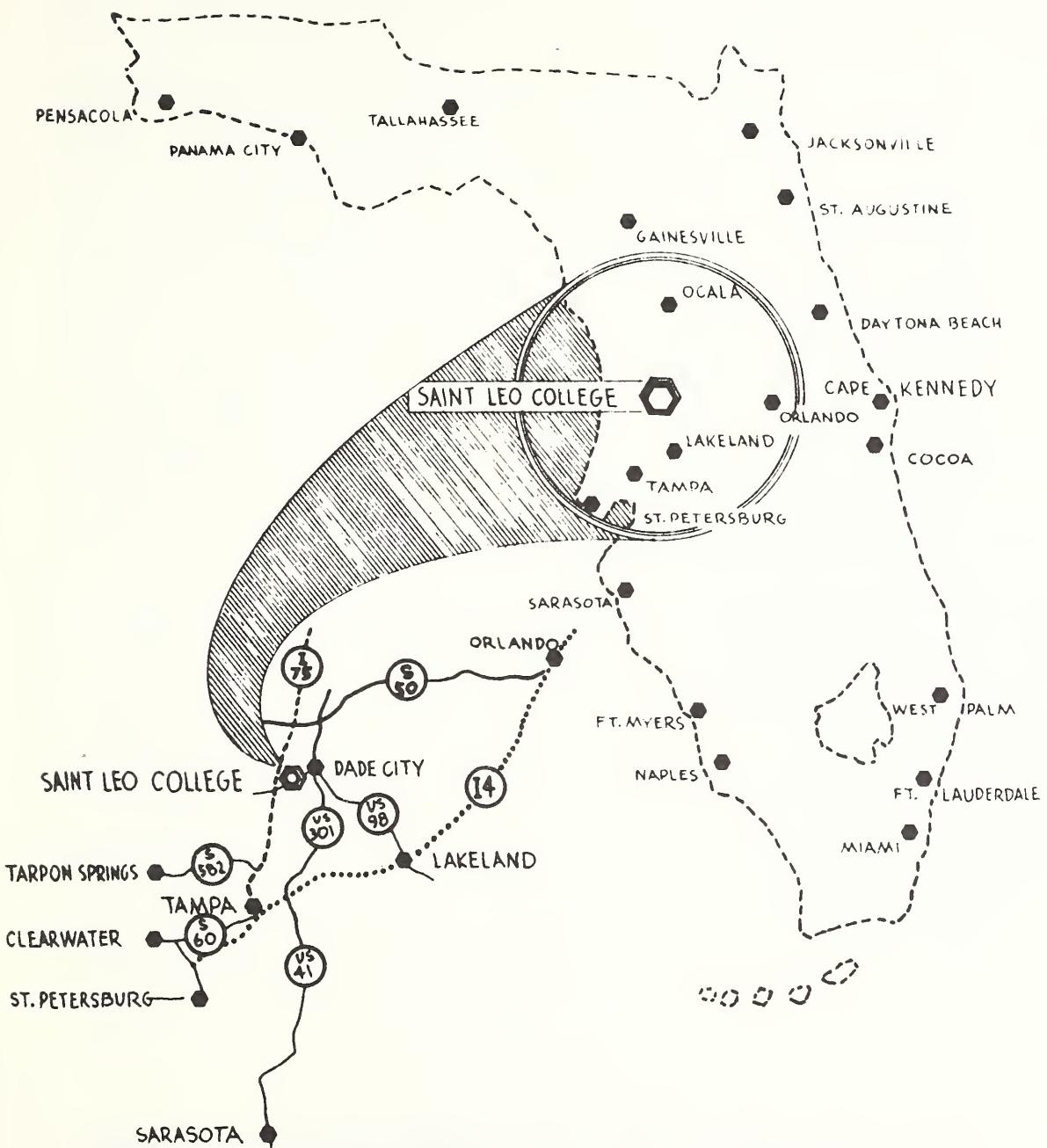
All students are advised to read this publication with great care. If course descriptions are not completely understood an interpretation should be requested.

It is my sincere hope that with the help of this catalogue and counsel of your advisor you can plan together a productive four year program of life preparation.

THOMAS B. SOUTHARD, President

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DIRECTORY OF CORRESPONDENCE

Saint Leo College
Saint Leo, Florida 33574

Telephone (904) 588-2121
Dade City Exchange

Correspondence to the College should be addressed as follows:

Application and Admission

Information	<i>Director of Records and Admissions</i>
Academic Affairs.....	<i>Vice President for Academic Affairs</i>
Academic Records, Transcripts	<i>Director of Records and Admissions</i>
Admissions, Catalogues, and	
General Information	<i>Director of Records and Admissions</i>
Alumni Affairs.....	<i>Vice President for Development and Public Relations</i>
Athletics	<i>Director of Athletics</i>
Continuing Education	<i>Director of Continuing Education</i>
Gifts and Bequests	<i>Vice President for Development and Public Relations</i>
Financial Affairs.....	<i>Vice President for Business Affairs</i>
Financial Aid	<i>Director of Financial Aid</i>
Housing.....	<i>Dean of Student Affairs</i>
Library	<i>Library Director</i>
Placement	<i>Director of Placement</i>
Public Affairs	<i>Director of Public Information</i>
Religious Matters.....	<i>Director of Religious Programs</i>
Student Activities	<i>Dean of Student Affairs</i>

Business office hours are from 9:00 a.m. until noon, and from 1:00 p.m. until 4:30 p.m. Monday through Friday except legal holidays. Members of the College staff are available at other times for interview by appointment.

Students may be reached by calling dormitory numbers or private student telephones. Please call direct whenever possible. Dormitory numbers are supplied with housing information.

Mail Service to Students.....	<i>Saint Leo College Saint Leo, Florida 33574</i>
Express	<i>Saint Leo College Dade City, Florida 33525</i>
Freight	<i>Saint Leo College Dade City, Florida 33525</i>
Air Travel	<i>Tampa, Florida</i>
Rail Travel	<i>Tampa, Florida</i>
Bus Travel	<i>Dade City, Florida</i>
Car.....	<i>I-75 to State Road 52 (East) or U.S. 301 to Dade City (West)</i>

ACADEMIC CALENDAR

First Semester 1973-1974

Students Arrive.....	Friday-Sunday, August 24-26
Freshman Orientation.....	Saturday-Sunday, August 25-26
Registration.....	Monday-Tuesday, August 27-28
Classes Begin.....	Wednesday, August 29
Labor Day (No Classes)	Monday, September 3
Classes Resume	Tuesday, September 4
Last Day to Change Classes or Register Late.....	Thursday, September 6
Mid-Semester Break (No Classes).....	Friday-Sunday, October 12-14
Classes Resume	Monday, October 15
Advisory Grades Due.....	Wednesday, October 17
Last Day to Drop Courses or Withdraw Without Academic Penalty.....	Thursday, November 1
Thanksgiving Holidays (No Classes)	Wednesday-Sunday, November 21-25
Classes Resume	Monday, November 26
Last Day to Withdraw from College.....	Wednesday, December 5
Last Day of Classes.....	Wednesday, December 19

Second Semester 1973-1974

Students Arrive.....	Sunday, January 6
Registration.....	Monday, January 7
Classes Begin.....	Tuesday, January 8
Last Day to Change Classes or Register Late.....	Monday, January 14
Last Day to Remove Grades of Incomplete from Semester I	Friday, January 25
Advisory Grades Due.....	Thursday, February 21
Mid-Semester Break (No Classes).....	Monday-Wednesday, February 25-27
Classes Resume	Thursday, February 28
Last Day to Drop Courses or Withdraw Without Academic Penalty.....	Friday, March 8
Easter Vacation (No Classes).....	Friday-Sunday, April 12-14
Classes Resume	
Last Day to Withdraw from College.....	Monday, April 15
Last Day of Classes.....	Thursday, April 25
Baccalaureate and Commencement.....	Sunday, April 28

May Session 1974

Classes Begin.....	Wednesday, May 1
Last Day to Withdraw from College.....	Wednesday, May 8
Classes End.....	Wednesday, May 29



The Campus Scene

The History and Philosophy of the College

Saint Leo College is a Catholic, coeducational, liberal arts institution offering a four-year program leading to the degree of Bachelor of Arts. It is a young college but its roots lie deep in the past.

The Benedictine monks who founded the College have long been known as educators. In the sixth century Saint Benedict of Monte Cassino established a tradition of monasticism which strongly influenced the preservation and passing on of the heritage of Western civilization.

Saint Leo College itself traces its own history back more than three quarters of a century. On June 4, 1889, the Legislature of the State of Florida granted that the Order of Saint Benedict of Florida "shall have and possess the right and power of conferring the usual academic and other degrees granted by any college in this state."

The aim was to provide for the young men of the local area, especially for the Catholic youth, an education of high quality.

The school was known as Saint Leo Military Academy in its early days, but its name was changed to Saint Leo Preparatory School in 1930. Fully accredited, it offered a program of excellence not only for college-bound students but also for those for whom its program was terminal.

By midcentury the Benedictines of Saint Leo decided to carry the development of the institution into higher education. In 1956 the lower division of Saint Leo College was established and, meeting all standards of state junior colleges for the Associate of Arts degree, it opened its doors in 1959 to both men and women. The four-year program was introduced in September of 1963, and in April of 1967 the College awarded its first Bachelor's degrees to a charter class of sixty-four graduates. Full accreditation was granted by the Southern Association of Colleges and Schools on November 29, 1967.

As the College developed, a summer institute was added in 1965, and a May session and summer workshops were introduced in 1967. The structure of the College was reorganized and control vested in an expanded Board of Trustees in January, 1969.

The basic purpose of the College is to provide opportunities whereby its students may work toward a liberal education and, as a result, come to understand themselves and their relationships with other men, the world, and their Creator.

To this end, its curriculum is structured in seven broad areas: The Division of Philosophy and Theology, the Division of Language and Literature, the Division of Fine Arts, the Division of Natural Science and Mathematics, the Division of Social Science, the Division of Business Administration, and the Division of Creative Teaching. These fields are offered not merely as units in themselves but rather as inter-related areas of knowledge contributing to the development of the whole man.

As a Catholic institution, the College attempts to assist its students in formulating their values on a Judeo-Christian foundation. At the same time, the Saint Leo community is pluralistic, and its faculty of diversified background and viewpoint generates a stimulating intellectual atmosphere conducive to the attainment of its goals.

The College believes that the opportunity for higher education should be afforded to as many as possible. Therefore, its admission standards allow not only for those students who have had academic success, but also for those whose past performance may not have been outstanding but whose potential is promising. However, Saint Leo does strive for high standards in its courses and does expect specific performance levels of its students. A distinctive mark of the College is the conviction that by dedicated and personal interest its administration and faculty can inspire motivation and achievement in its students.

The atmosphere of residential living, the relative smallness of the student body, and the Benedictine spirit of community afford a continuous opportunity for close relationships and associations between faculty and students outside the classroom setting. This environment is enhanced by the College's emphasis on the involvement of all of its members in the determination and implementation of policies and regulations.

Within this framework, Saint Leo College believes that it offers its students unique opportunities for a liberal education.

The Campus

Central Florida, of which Saint Leo College is a part, enjoys the many natural advantages which attract people to live, work, and retire in this region. The location is unique in that the pleasing rural atmosphere of the citrus groves, lakes, and beaches can be exchanged in about a half an hour by car for the surroundings of two nearby metropolitan areas.

Between the two small cities of Dade City and San Antonio lies the campus of Saint Leo College, its rolling hills and richly wooded grounds covering an area of 1,100 acres. The campus edges on beautiful Lake Jovita, a large spring-fed lake which provides the best in swimming, skiing, and boating for the College and the surrounding communities. In addition, the campus includes a large 18-hole golf course covering 100 acres along Route 52, a carefully tended aviary displaying a variety of tropical birds, a greenhouse with choice collections of semi-tropical plants, numerous athletic fields and courts, and ample parking facilities.

Campus buildings unite the tradition of the past with the objectives of modern education through a pleasing combination of Spanish Florida baroque and contemporary architecture. The landmark of Saint Leo College is the Abbey Church, on the main quadrangle is Saint Leo Hall, Saint Francis Hall, and Saint Edward Hall in which many classes and offices are housed.

Even the eye of the traditionalist, though, must note immediately with pleasure the modern design of many new buildings on either side of the quadrangle which provide classroom, laboratory, residence, dining, and recreational facilities. A \$6 million development program is under way on the campus to provide new academic buildings, promote faculty development, increase student aid and endowment, and renovate existing facilities.

Outstanding among the newer buildings is the *Julia Deal Lewis Hall of Science*, a three-story building occupied in 1968 by the Division of Natural Science and Mathematics. Besides Faculty offices, classrooms, and Divisional Library, the Department of Physics is located on the ground floor, and its facilities include two large physics laboratories, an isotope laboratory, and an electrical room. The Audio-Visual Technology Department is also located on this floor.

The Department of Biology occupies the second floor, and in addition to a faculty office, biology, mathematics and psychology classrooms, there is a psychology labo-

The Campus Scene

ratory, three biology laboratories, a faculty-student research laboratory, a darkroom, an animal room, preparation and collection rooms, and instrument rooms.

The Department of Chemistry is located on the third floor, and its facilities include a faculty office, classrooms, three laboratories for general, organic, analytical and physical chemistry, an instrumentation laboratory, faculty-student research laboratory, darkroom, balance room, stock and preparation rooms, and a drafting room.

The *William G. and Marie Selby Demonstration Auditorium* adjoins the Hall of Science at the ground and second floor levels. It is a modern teaching auditorium with tiered seating and closed-circuit television.

Opposite the Julia Deal Lewis Hall of Science at the main entrance of the College, is the *Reception Center*. Joined by a patio and Campus Directory are the *Office of Records* and the *Office of Admissions*, which together provide maximum service to visitors, students, faculty, and staff.

Nearby *Crawford Hall* provides numerous general classrooms.

The *William P. McDonald Student Center* forms a hub of campus social activities and provides dining as well as recreational facilities. The campus store and the bookstore, are located on the ground floor, as well as a snack-bar and patio area, both popular places for student gatherings. In addition to a main dining hall on the second floor, Duncan Lounge, Lions Lounge, and the Kent Room provide facilities for on-campus special events, such as concerts, lectures, films, and art exhibits. Significantly, the Center provides an informal climate for the casual meeting of students with faculty outside their scheduled classes.

Adjacent to the McDonald Student Center is the *Fine Arts Building*. Located here are faculty offices, the Security Office, music practice rooms, a listening room, and the theatre. Also near the Student Center is an experimental *Geodesic Dome* which houses the Fine Arts painting studio.

The recently completed *Activities Center* is a teaching-physical education facility. The main gymnasium is also used for lectures and other educational events. A large heated outdoor swimming pool, bowling alleys, physical education classrooms, athletic training rooms, a dance studio, and a sauna bath are included in the facilities.

In close proximity to the Activities Center is the *Recreation Center*, more commonly known as the *Cage*, which provides another popular meeting place for students, and furnishes such facilities as billiards and other games, a TV room, and a snack-bar.

The College Library provides reading and reference areas grouped around a steadily growing collection of books, periodicals, microforms, phono-records, and other instructional materials. Library stacks now house some 50,000 reference and circulating books and bound periodicals, and more than 500 periodical titles are regularly received. About 5,000 new book titles are added annually. Microform readers, Xerox machine, a variety of film, slide and other projectors, tape and video-corders, etc. are available for student and faculty use. The Library's Audiovisual Center is located on the ground floor of the Lewis Hall of Science.

Returning to the quadrangle, one is reminded of the Spanish Florida influence in the baroque architecture of *Saint Francis Hall*. On the first floor are the offices of the President, the Vice President for Academic Affairs, the Vice President for Development and Public Relations, the Director of Public Information, and faculty offices for the Division of Creative Teaching. The second floor includes classrooms, a Language Laboratory, a Reading Laboratory, and the Office of the Director of Special Projects.

The Language Laboratory utilizes contemporary techniques in language instruction and is equipped with thirty booths each containing earphones, microphones and tape decks. The tapes provide lessons in French, German, and Spanish. Practice in the laboratory, always integrated with classroom work, enables the student to become proficient in the aural-oral aspects of a language.

Adjacent *Saint Leo Hall* is constructed of blocks made by the founding Benedictine monks. Located in *Saint Leo Hall* is the Finance Office, the office of the Vice President for Business Affairs, the Computer Center, and the Duplicating Room, in addition to residence facilities for men. The office of the Division of Language and Literature is also located here.

The *Saint Leo College Computer Center* is a college-wide facility provided for faculty members and students who use extensive numerical calculations or large column data processing. The Computer Center provides the services of an IBM 1130 Computing System and other subsidiary equipment.

Across the mall is *Saint Edward Hall* which houses male students. It is also the Student Affairs Center, housing the Office of the Dean of Student Affairs, the Director of Women, the Director of Men, the Director of Religious Programs, the Director of Student Organizations, the Director of Placement and Financial Aid, the Director of Tutorial Services, and the Student Government Association offices.

Also located in *Saint Edward Hall* is the Personal Resource Center which provides psychological and professional testing and counseling.

Office building A houses the Division of Fine Arts and the Office of Continuing Education.

Carmel Hall houses faculty offices of the Division of Philosophy and Theology, the Division of Social Science, and the Division of Business Administration.

Roderick Hall, *Benoit Hall*, *Lee Marvin Hall*, are residence halls for men, while *Marmion Hall*, *Snyder Hall*, *Priory Hall* and the *Villa* are residence halls for women.

The Golf Club House is headquarters for activities on the *Saint Leo Golf Course*.

The Social Calendar and Special Events

The social calendar at *Saint Leo* is a crowded one, but one arranged with regard for the best academic interests of the students. The College is convinced that an essential part of maturity is the ability to adjust pleasure and serious responsibility into an agreeable, balanced pattern of living.

Recreation on the campus is stimulating and varied. Dances, lectures, musical programs, college theatre productions, spectator and participation sports, foreign and domestic films, teas and receptions, and a variety of choral groups are all part of the college scene. Greek Weekend, Winter Weekend, Homecoming, Parents Weekend, and Commencement are all exciting weekends.

Parents Weekend takes place once each year. Among the many activities planned during the three and a half day weekend are the parents' attendance of classes with their sons and daughters, scheduled appointments with individual faculty members, tours of various local attractions, and a Florida barbecue and Square Dance. Highlighting the Weekend program is a semi-formal President's Reception, Banquet, and Ball on Saturday evening.

A Scholarship Convocation is held each year. This Convocation is the College's way of recognizing its honor students and of providing its other students with some feeling for the formalities and ceremony surrounding academic excellence.

The Campus Scene

The College-Community Artist Series is sponsored by the Fine Arts Division of Saint Leo College. This Series seeks to make the artistry of superior singers, musicians, and dancers available to the people of Pasco, Hernando, and surrounding counties. The Series is a non-profit undertaking and proceeds in excess of expenses are used for music scholarships for deserving young people in the Saint Leo College area. Among the artists who have appeared in this Series are the Singing Boys of Monterrey, pianist Leonard Pennario, Thor Johnson's Nashville Little Symphony, Metropolitan Opera soprano Lillian Sukis, the Lubeck Choir of Lubeck, Germany, Preservation Hall Jazz Band, the National Opera Company, the Impact of Brass, and the Berlin Symphony Quartet.

The Art Exhibition Program is a continuous showing of paintings in the Duncan Lounge. Each showing usually lasts about two weeks, during which time faculty and students participate in exhibitions. Senior art students hold their own show and various exhibitions are brought to the campus from off-campus showings.

The College Theatre Program is responsible for the on-campus production of four plays every year.

The Modern Concert Dance Company is sponsored by the Division of Fine Arts. This series is a non-profit undertaking and presents two major performances each year.

The annual *Greek Weekend* is sponsored by the Inter-Fraternity and Panhellenic Council and colorfully symbolizes the brotherhood of man through sports events, social activities, dances, and concerts. Highlights of the Weekend include the marathon torch race, a chariot race, a motorcade, and the lighting of the bowl. The "crowning event" is the selection of the Greek Goddess.

The Concert Program sponsors concerts given by the College Choir, the Chamber Choir, the Oratorio Chorus, the Wind Ensemble, and the Percussion Ensemble. Music recitals are also held, with performances given by junior and senior music students of the College.



Student Life and Activities

College has been defined as a place where contemplation in search of meaning is the daily exercise, where teachers ponder the deep questions of life, and students learn the science and art of so doing. For all that, college is not just a preparation for a future full life; it is an experiment in living, a testing principle, a fulfillment in its own right. Saint Leo College sees as part of its vision for its students the cultivation of religious reverence and duty, the pleasure of social contact, the stimulation of physical athletic exercise, the sharing of fraternal association, the development of courage to make decisions, the motivation to find the truth of the matter, and the awakening of civic pride and involvement.

In the broad area of student affairs, the College approaches student life as a means of fulfilling each student's need to be considered an adequate person and a worthy and responsible member of human society. Thus, this need for adequacy, worth, and responsibility is provided for in the various student programs; the religious program; the government and clubs program; the social and athletic programs.

At the heart of the education process should be the discovery and the development of worthwhile values by which men can live full lives. The study and pursuit of these values is not a one-time affair to be relegated to some one class or person. Rather, this study and pursuit must be continuous and must be a part of all activities which interpret the program. As the world contracts and the dimension of time displaces the dimension of space, and the borders of ideologies displace the borders of nations, our own pattern of democratic life is in jeopardy unless academic excellence is enriched by integrity and the perceptive concern which arises through the practice of working with others.

The College student life policies provide reasonable order in the life of the college community and serve as a basis for students to live in a free atmosphere. These policies further provide the opportunity for all members of the College to attain their educational objectives by protecting health and safety, maintaining and protecting property, and insuring the opportunity for students to participate in college activities outside the classroom.

The *Student Handbook*, published at the beginning of each school year, serves as a current guide to all students.

Counseling

Counseling is available in the Personal Resource Center located in the Student Affairs complex.

The Personal Resource Center provides services for the student desiring professional assistance in such areas as personal counseling, group counseling, career guidance, and psychological and vocational testing. These services are provided to assist the student in his personal growth and in planning his career.

Religious Life

Saint Leo College is an institution of higher learning dedicated to Catholic ideals. However, the College respects the conscience of each student in his religious beliefs and welcomes students of all religious beliefs who wish to attend.

Basic to the religiously oriented college is a hierarchy of values arrived at not only from the "way things are" but also from the "way things ought to be." From this point



of view the religious life program of the College blends understanding with practice—understanding in knowing Judeo-Christian values and practice in living these values. In particular, the student is required to take courses in philosophy and theology as part of the general program of studies and is encouraged to participate fully in religious exercises as part of the Student Affairs Program.

Daily and Sunday masses are scheduled for the convenience of students. Each month is highlighted with a liturgical celebration for the entire college community in keeping with the season. Confessions are heard at convenient times and places and attendance at communal penance services is encouraged. Members of other faiths are likewise encouraged to attend services in their own churches in nearby Dade City.

Efforts are made from the Office of Religious Programs to direct student attention and services to the needs of the area through contact with the social agencies serving the nearby communities.

Priests and religious are on the campus for religious counseling. The students are encouraged to "drop in," as they see their need for a counselor on spiritual matters and problems or just a good listener. Informal rap sessions and group discussions are another means of keeping in touch with trends in the Church, campus life styles, and other issues related to the services of the Department of Religious Programs.

Physical Education, Recreation and Intercollegiate Program

Saint Leo College believes that physical education and athletics make their own special contribution to education. Each student is required to participate in the physical education program. Learning to swim and developing an individual skill are prime objectives of the program. Through these instructions our students develop valuable recreational interest lasting through their lives.



Further, the College encourages students to apply their knowledge and skills in an exciting and active intramural athletic program. Activities for individuals and teams are provided.

Since intercollegiate athletics makes its own special contribution to the individual, as well as to the College, a strong and growing intercollegiate program is conducted.

As a member of the National Collegiate Athletic Association's college division, the College offers a men's program of five sports: Baseball, Basketball, Golf, Soccer, Tennis. All students who participate in this program as freshmen must predict a 2.0 grade average based on their high school rank in class and SAT scores. Saint Leo operates its intercollegiate program as an independent.

A women's intercollegiate program is now underway offering: Volleyball, Bowling, Tennis, Basketball, and Softball.

In addition, a Club Sports program is in operation and currently strong programs exist in Football and Karate.

To provide each student the opportunity for recreation, the College offers its new Activity Center featuring an equipment check out procedure, a two basketball court gymnasium, volleyball and badminton courts, a weight training room, dance studio, eight lanes of bowling, and an outdoor heated swimming pool. All indoor facilities are air-conditioned.

In addition to the Center facilities, are handball and tennis courts, an eighteen hole golf course, outdoor basketball courts, play areas, and a running track.

Student Government Association and Other Organizations

Through the Student Government Association and other campus organizations and through several publications, all students have many opportunities to express themselves responsibly, to cultivate their particular interests and to form close relationships.

All students become members of the Student Government Association upon registration. As a segment of the political society in which we live, they are given the opportunity to learn and exercise the procedures of the larger society through this Association. Consequently, all students have their share in shaping their environment and in debating the issues of the day.

The elected members of the Student Government Association constitute the representative branch. It is organized to promote the general welfare of the student body and student organizations. It supervises, regulates, and coordinates student organizations.

Student Publications

The College sponsors a bi-weekly student newspaper, *The Monarch*, a yearbook, *The Golden Legend*, and a literary magazine, *The Encounter*.

Eligibility Rule

Officers of the student organizations must be free from academic or disciplinary probation. The Department of Athletics abides by the academic standards of the National Collegiate Athletic Association. All athletes must be free from disciplinary probation.

Student Health Services

Saint Leo Health Center is located next to Carmel Hall. All students are eligible for care in the Health Center. No charges are made for any regular services of the Health Center. Prescription drugs not supplied by the Health Center must be paid for by the student.

The Health Center is a modern building consisting of bed space for students too ill to attend class and three examination rooms for the doctor when he holds office hours on campus one day a week. The physician may be seen by appointment only on Mondays. If consultation with a medical specialist is required this can be arranged by the college physician.

Students may be admitted to the Health Center for minor illnesses. If students require hospitalization during the school year, arrangements will be made through the Health Center.

Residential Requirements for Men and Women

All students living in college housing must carry the minimum of twelve credit hours per semester, attend classes and take exams.

1. Seniors and students who are twenty-one years of age or older may live off campus by making application to the Director of Men/Women.
2. Seniors who are not twenty-one years of age and whose parents pay the bills may obtain permission to live off campus by submitting a letter from the parents to the Director of Men/Women stating that the student has parental permission to live off campus and that the parents assume full responsibility for the student.

3. Students who live with their parents or brothers and sisters, who are 21 years of age, may reside off campus. To obtain this permission, a letter from the parents must be submitted to the Director of Men/Women.

No student may assume more than one residence.

Residential Living for Women

Resident women students live in several attractive college housing units: Snyder Hall, Marmion Hall, Priory and the Villa. Marmion Cafeteria provides food service for resident women. Saint Scholastica Hall affords a snack bar and a recreation area.

Each residence hall is under the supervision of a Head Resident and all floors are staffed with student Resident Assistants. Considerable attention is devoted to the selection of roommates who are likely to be congenial, and friends or acquaintances who ask to room together are given this privilege, when possible. Necessarily, though, the College reserves the right to make final assignments for newly enrolled students.

Curfew is limited to freshmen women students. The curfew hours for freshmen women are as follows:

1st Semester	
Sunday-Thursday	11:00 p.m.
Friday and Saturday	2:00 a.m.
2nd Semester	
Sunday-Thursday	12:00 midnight
Friday and Saturday	2:00 a.m.

Sophomores, juniors, and seniors regulate their own hours seven days a week. A sign-in and sign-out procedure is followed in order to be able to contact students in case of emergencies.

Women students under twenty-one years of age must have permission from their parents to spend weekends off campus. Other regulations governing social privileges and conduct are explained in the *Student Handbook*.

Residential Living for Men

Men at Saint Leo College, with the exception of those living within commuting distance, live in one of seven housing units: *Lee Marvin Hall* is a modern dormitory named for actor Lee Marvin who attended Saint Leo Preparatory School; picturesque *Saint Leo Hall* and *Saint Edward Hall*; new *Benoit Hall*; and *Roderick Hall*. The cafeteria in the McDonald Student Center provides the food service for the men's dormitories with snack bars located in the lower level of McDonald Student Center and *The Cage*.

Each dormitory is staffed with a Head Resident and Student Resident Assistants. Housing requests are honored if at all possible. However, the College reserves the right to make final assignments. Special attention is given to the selection of roommates who are congenial.

There are no hours of curfew for men. Other regulations governing social privileges and conduct are explained in the *Student Handbook*.



Motor Vehicles on Campus

All students are eligible to register and use motor vehicles as long as they comply with the college traffic regulations. Vehicles must be registered with the Director of Security. There will be a registration and parking fee payable to the College at the time of registration. Proof of insurance is a prerequisite for registration.

Conduct

Saint Leo College does not ordinarily act on a student's off campus Activities; however, the College does reserve the right to review off-campus behavior and may take action when a student uses the name of the College to falsify his position, or when he associates the name of the College with a cause not approved by the College.

Any student or student organization whose conduct, on or off campus, is damaging to the College's special interests as an academic community may expect disciplinary action.

The Alumni Association

Established in 1967 by members of the charter class of the four-year College, the Alumni Association through its constitution is governed by a Board of Directors elected from the membership. Officers of the Association are elected annually by and from the Board. All graduates of Saint Leo College and recipients of honorary degrees are members of the Association. Former students who completed one year and whose entering class has been graduated are eligible for membership. Including

the Junior College graduates of 1961 through 1964 and the senior College graduates of 1967 through 1972, membership in the Alumni Association now approximates 1,200. An Alumni Reunion is annually held on the campus. The Alumni Office, located in Saint Francis Hall, maintains the names and addresses of the alumni as well as all records of the Association.



Admission To Saint Leo College

Entrance Requirements

The admission policy of Saint Leo College is governed by the general principle that the student who applies and is accepted possesses the ability to do college level work. Admission is open to any qualified applicant regardless of creed, race, or national origin.

The basic requirements for admission to Saint Leo College is graduation from a secondary school with a satisfactory academic record. Satisfactory scores on the College Entrance Examination Board Scholastic Aptitude Test and positive recommendation from the high school guidance counselor are also required.

Students seeking admission to the freshman class must present evidence of graduation from high school with 16 units, including the following:

English	4 units
Mathematics (Algebra and Geometry)	2 units
Natural Science	1 unit
History	1 unit

Not more than 4 units in vocational and/or non-academic subjects may be included in the minimum of 16 high school units required for entrance to college.

Saint Leo accepts qualified applicants throughout the year (rolling admissions). Time of admission depends on the applicant's credentials.

Applicants may be assured of admission in the fall of their senior year if they present evidence of: a "B" average in the first three years of a college preparatory program, rank in the upper half of their class, outstanding S.A.T. scores, and recommendation from the guidance counselor.

Applicants may be assured of admission after receipt of their first senior grades, if they present evidence of: a "C" average in a college preparatory course, good S.A.T. scores, and recommendation from the guidance counselor.

Applicants who do not meet the above criteria will be considered for admission after receipt of: high school transcript including first semester senior grades, S.A.T. Scores, recommendation from the guidance counselor, and recommendation from a senior year instructor.

Applicants receiving satisfactory scores on the General Education Development (GED) Tests may be admitted on the presentation of a State High School Equivalency Diploma.

Early Admission

High school students who have completed the 11th grade and have demonstrated outstanding academic achievement and who wish to enter college without completing the 12th grade may do so under the following conditions:

- a. Approval of the high school principal.
- b. Approval of the office of the superintendent of schools having jurisdiction over the student's high school.
- c. Completion of an Early Admission Permit form prior to registration at Saint Leo College.

Credit Bank

The credit bank is designed to allow high school students to earn college credit while still in high school. Ordinarily, this permission will be given to students only to enable them to take some subject which is not offered by the high school. Procedure for enrolling is as follows:

- a. Approval of high school principal.
- b. Complete the Credit Bank Permit form prior to registration.

Credit by Examination

Saint Leo College awards credit for the CLEP General Examinations and the Subject Examinations. Up to twenty-eight credits may be earned through the General Examinations.

Information about CLEP may be obtained from the Admissions Office or directly from the College Entrance Examination Board, Box 592, Princeton, N. J. 08540.

Advanced Placement

Saint Leo College invites applications from students who have taken College Board Advanced Placement Examinations. The College will evaluate the results of these tests with the possibility of offering both college credit and advanced placement. Students with scores of 3 (creditable), 4 (honors), and 5 (high honors) will be considered for credit (awarded only at the end of the first scholastic year) as well as for advanced placement.

Junior College Graduates

Saint Leo College will accept students holding any Associate degree from a Junior College into its B.A. program.

Transfer Students

A student is classified as a transfer student if he has previously registered at any other college or university regardless of the amount of time spent in attendance or credit earned.

Work in which a student has made a grade of "D" or better will be transferred if he achieved an over-all grade point average of 2.0 at the institution where the credits were earned. If the student did not achieve an over-all average of 2.0 only those grades of "C" or better will be transferrable. Transfer courses must also be applicable to the student's program at Saint Leo College.

Mature (Non-degree) Student

Mature persons (21 or older) may, by providing evidence (a. an acceptable high school record; or b. acceptable test scores; or c. an acceptable recommendation) that they are qualified to do the proposed work, enroll as non-degree students without meeting the requirements established for degree programs. They may transfer to

Admission To Saint Leo College

degree programs later if their work as non-degree students indicates the likelihood of success. Work taken for credit as a non-degree student may later be counted toward a degree program if such work is applicable and of satisfactory grade. Persons under 21 years of age wishing to enter as non-degree students must meet the same admission requirements as degree-seeking students. Mature students are not required to take Physical Education.

Non-degree seeking students who wish to change to a degree-seeking status must first meet the degree-seeking admission requirements or earn a minimum of 15 semester hours with a minimum average of 2.0 (C).

Military Service Credits

Saint Leo College recognizes United States Armed Forces Institute (USAIFI) self-study or group-study courses if they are equivalent to courses offered at the College.

Credit will be granted for completion of USAIFI College Level Examination tests at the discretion of the Director of Records and Admissions.

The College grants credits for military service or for military schools attended or Army Extension Courses completed while in the service, provided they are equivalent to courses offered at the College.

Foreign Students

Saint Leo College does not provide facilities to teach foreign students the English language. Therefore, the foreign student must prove to have sufficient knowledge of English to enable him to pursue a full course of study for credit. Acceptable proof of knowledge is a satisfactory score on the Test of English as a Foreign Language, which is given quarterly by the Educational Testing Service at various testing centers around the world for a fee of ten dollars (\$10.00).

Special Students

The College is prepared to admit a limited number of qualified applicants who wish to take selected courses for credit, but who do not wish to study for a degree at Saint Leo. Such applicants must submit evidence of graduation from a secondary school. A student in attendance at another college may present a statement from his dean that he is in good standing and has permission to pursue courses at Saint Leo. A special student is subject to the same academic regulations and discipline as other students.

Readmission

A student who voluntarily or involuntarily withdraws from the College loses degree-seeking status. It is therefore necessary for a student who wishes to return to the College to re-apply through the Office of Admissions. If a student has attended another institution during his absence from Saint Leo College, it will be necessary to have all his academic credentials sent to the Admissions Office.

Degree-seeking and Non-degree-seeking Students.

An applicant seeking admission to the College applies as a degree-seeking or as a non-degree-seeking student (special student). The candidate may apply as a full-time or part-time student. Following admission to Saint Leo College, non-degree-seeking students may apply for degree-seeking status through the Office of Admissions.

Admission Procedures

Application forms may be obtained from the Office of Admissions, Saint Leo College, P.O. Box 2008, Saint Leo, Florida 33574.

A student must have the following material filed with the Admissions Office before the registration deadline of the session he is planning to attend:

1. Completed application form, including high school guidance counselor's recommendation.
2. A \$5.00 application fee, which is neither refundable nor applicable against school fees.
3. An official transcript of high school credits, or GED diploma, sent directly from the high school to the Office of Admissions. Students who have completed two years of college work need not submit a high school transcript.
4. Scores on the College Entrance Examination Board (CEEB) Scholastic Aptitude Tests. (Information on testing dates and location of testing centers can be obtained from high school counselors or directly from College Entrance Examination Board, P.O. Box 592, Princeton, New Jersey 08540.)
5. An official transcript of courses taken at each college which he has attended.
6. A statement from the previous college that he is in good standing and eligible to return.
7. Medical form to be completed by the student's physician.
8. A recent black and white photograph.

Evaluation of the Applicant

If the application forms and other required records of the applicant are complete and in proper order, the application will be submitted to the Admissions Committee for evaluation. Final acceptance of each applicant will be determined by the Director of Records and Admissions. Acceptance of admission by the transfer student is regarded as acceptance of the evaluation of credits for transfer. Appeal may be made to the Admissions Committee through the Director of Records and Admissions.

Financial Information

Student Fees 1973-1974

	Resident Student		Day Student	
	Per Semester	Per Year	Per Semester	Per Year
Tuition	\$885	\$1770	\$885	\$1770
Usual Room Charge	270*	540*		
Student Government Assessment	<u>10</u> \$1165	<u>20</u> \$2330	<u>10</u> \$895	<u>20</u> \$1790

Meals — Men Resident Students

The College provides through a Food Service Company an optional boarding program for students of Saint Leo College. All meals served in the dining hall are on an unlimited basis (take one serving and come back for more) with the exception of steaks, prime rib, and carved roasts. Special event dinners will be served each month and steaks will be charcoal broiled to-order each Saturday night. There will be a choice of entrees, three vegetables, five salads, and five desserts at each lunch and dinner meal. Eggs to-order at breakfast.

This program consists of three optional plans:

1. Seven (7) days — Twenty (20) meal plan
\$283.55 plus tax \$11.34 = \$294.89

2. Five (5) day — Fifteen (15) meal plan
269.10 plus tax 10.76 = 279.86

3. Five (5) day — Ten (10) meal plan
253.50 plus tax 10.14 = 263.64

For those students not on a meal plan, the dining hall will serve meals on a flat price basis.

Meals — Women Resident Students

Meals will be sold on an a-la-carte basis with each item individually priced. Women resident students may purchase meals either with cash or with cash-equivalent coupons. Coupon books can be purchased in denominations of \$15.00 or \$30.00 plus 4 per cent Florida sales tax. These books contain tear-out coupons of various dollar and cent values. Since Marmion Cafeteria on the women's side of campus is not open for lunch during the week, the coupons issued to women resident students will be honored both in Marmion Cafeteria and in the McDonald Cafeteria and Snack Bar. We recommend the use of these coupon books so that students will not have to retain substantial amounts of cash on their persons or in their rooms. Women resident students may make deposit in advance for coupon books worth \$240.00. This will entitle the student to draw out coupon books up to that amount. Those who make this advance deposit will receive a 5 per cent discount. A refund will be given at the end of the semester for unused whole coupon books at the discounted rate. Please note that refunds will not be given before the end of a semester, unless the student is withdrawing from school.

*Students living in Roderick Hall, St. Edward's Hall, and in unremodeled rooms in St. Leo Hall are charged \$20 less per semester. Private rooms, when available, are \$50 more per semester. All resident students are billed for the usual room charge of \$270 per semester. Adjustments are made during the first month of school. Differences in the student's favor are credited to his account.

Linen

Resident students are responsible for supplying their own linens. Those who wish may sign up with a linen service upon arrival. Actual cost will depend upon the commercial rates prevailing at the time. The cost per semester will be about \$12.00.

Laundry

Coin machines are available on and off campus. Limited laundry service is also available.

Part-Time Tuition Rates

Hours	Charge	Hours	Charge
1	\$ 35	7	\$370
2	70	8	480
3	105	9	590
4	160	10	725
5	210	11	800
6	260	12	885

Schedule of Payments

Charge First Semester	Date	Resident Students	Day Students
Advance payment (non-refundable) — due from new students upon acceptance (including those entering in the second semester), and from returning students			
on or before	June 1	\$100	\$100
Deposit due	July 15	500	
Balance due	One week before September registration	565	795
Lab and special fees	October 1	(as billed)	(as billed)
Total for first Semester		<u>\$1,165 (1)</u>	<u>\$895</u>

Second Semester

Deposit due	December 1	500	100
Balance due	One week before January registration	665	795
Lab and Special fees	February 1	(as billed)	(as billed)
Total for Second Semester		<u>\$1,165 (1)</u>	<u>\$895</u>

(1) Does not include meals. Please add the appropriate amount as indicated under meals.

Course and Laboratory Fees

Introductory courses in science	per course	\$15 each session
Advanced courses in science	per course	25 each session
Art: Ceramics	per course	25 each session
Music: Private Instruction	per course	50 each session
(Instruments are available for rental through the Division of Fine Arts.)		
Typing	per course	15 each session

Financial Information

Internship	25 each session
Karateper course	30 each session
Bowlingper course	10 each session

Special Fees

Application	\$ 5.00
Orientation Fee (all new students entering in the Fall)	15.00
Late Registration.....	5.00
Add one course after registration.....	5.00
Drop one course after registration.....	5.00
Deferred examinations	
Final.....	10.00
Mid-term	5.00
Overload — in excess of 20 credit hours (per credit hour).....	44.00
Credit by examination (per course).....	50.00
Graduation	45.00
Transcripts (after first one).....	2.00
I.D. Cards (after first one)	2.00
Motor vehicle registration and parking (Resident student).....	12.00
Motor vehicle registration and parking (Day student).....	6.00
Residence hall room changes.....	5.00
Refundable room damage deposit	25.00

Post Office Boxes

Post Office box rental is payable at the U.S. Post Office located on the campus.

Business Office Policies

1. The advance payment for the fall semester is not refundable unless the student becomes academically ineligible. Laboratory and special fees are not refundable.
2. All regular charges are payable on or before the stated dates for each semester. Veterans attending under the G. I. Bill may, under special circumstances, arrange with the Business Office for an adjusted payment schedule.
3. Grants and loans administered by the College are credited to the student's account at the rate of one-half the amount of the award each semester. A student receiving an award from outside sources must present written evidence of the amount of the award and the manner in which it is to be paid, if credit is to be allowed against semester charges. Students on the Work-Study Program are paid by check bi-weekly for hours worked and may apply a portion of this toward their fees, if they so desire.
4. No student will be permitted to register if any charges from a previous semester are unpaid.

Refunds

In case of withdrawal from the College it is the responsibility of the student to make formal application through the Student Affairs Office before any refunds will be made. Refunds are calculated on the basis of the amount payable, not on the amount actually paid. Any student asked to withdraw from the College for disciplinary reasons will receive no refunds.

Refunds are made on the following schedules after deductions for non-refundable amounts:

Tuition:

Within the first week after classes begin	80 percent
Within the second week after classes begin.....	60 percent
Within the third week after classes begin.....	40 percent
After three weeks	no refund

Room Charge:

Within the first week after classes begin.....	80 percent
Within the first month after classes begin.....	50 percent
Within the second month after classes begin.....	25 percent
After two months	no refund

Financial Responsibility

No transcripts, letters of recommendation, certificates of attendance, or any other official documents will be made available to any student with financial indebtedness of any kind to Saint Leo College.

Personal Property

The College is not responsible for loss of, nor for damage to, the personal property of students. Ordinarily the insurance carried by a parent automatically provides for this or can be extended for this purpose. Students are encouraged to establish bank accounts at a local bank.

Health Insurance

The College does not provide health insurance. Students are urged to obtain insurance individually or to have coverage through their families. Those who wish may sign up for a student hospitalization plan upon arrival.

STUDENT AID**Eligibility**

Any student is eligible to apply for scholarships and loans. The primary basis on which the selection is made is financial need, although character and academic record are also considered. Renewal of financial aid is determined by academic progress, continued financial need, and meeting the specific criteria of special awards. Each student must renew his application each school year. Priority consideration is given to those whose completed applications are received prior to March 1 of each year.

Federal Programs

The College participates in the following federal programs which require the filing of a Parents' Confidential Statement to the College Scholarship Service, Princeton, New Jersey.

National Direct Student Loan Program. This program provides loans up to \$1,000 per year or \$5,000 during the entire period the student is enrolled in college. Repayment of the loan begins the first day of the ninth month after the student has discontinued his formal education or has graduated. The rate of interest is 3 per cent simple interest, beginning with the time repayment becomes due. The repayment period in a school certified to be for children of primarily low income families, the entire loan may be cancelled at the rate of 15 per cent per year for the first two years, 20 per cent for the third and fourth year and 30 per cent for the fifth year. Recipients who are members of the Armed Forces of the United States, the Peace Corps or Vista

may have their repayment suspended for a period of three years. There is also cancellation provision for military service, if performed in a "hostile area," at a rate of 12½ per cent of the total loan per year not to exceed 50 per cent of the loan. To qualify for a National Direct Student Loan, the applicant must be a citizen of the United States, be in financial need, and carry at least twelve hours of academic credit.

Educational Opportunity Grants. This program provides funds of \$200 to \$1,000 from the Federal Government, with the equivalent from the College in the same amount. The matching funds from the College may be grants, work scholarships, and loans (either College or National Direct Student Loan). To qualify for an Educational Opportunity Grant, the applicant must be in exceptional financial need, show academic or creative promise, be a citizen of the United States, and unable financially to attend without this grant.

The College Work-Study Program. This program is similar to the Saint Leo Work Scholarship Program. By law, the recipient may not work more than fifteen hours per week when classes are in session and forty hours per week when classes are not in session. Payment for work done is on an hourly basis. To qualify the applicant must be from a low or medium income family, a citizen of the United States, capable of maintaining good standing in his course of studies, and accepted as a full-time student in the College.

The College also participates in the following federal programs.

Guaranteed Loan Program. This program is for subsidizing the educational expenses of students whose financial means do not match the expenses of attending college. A student may borrow up to \$1,500 per year with a total maximum of \$7,500. The borrower from a family with an adjusted income of less than \$15,000 a year pays no interest while he is attending college. The Federal Government will pay the full interest charged on this loan while the student attends school, and prior to the beginning of the repayment period. If the family's adjusted income is more than \$15,000 per year, the student can still borrow money at the low rate (seven per cent simple interest), secured by the Federal Government, but he must pay the entire interest on the loan. Principal to be repaid within five to ten years, beginning nine months after graduation. To make application for a Guaranteed Loan, the student should apply to a Commercial bank, mutual savings bank, savings and loan association, credit union, or other eligible lending agency in his home community. Additional information and an application may be obtained by writing to the State Office of the state in which the student resides.

Federally Insured Loan Program. This program was instigated for Florida because of the depletion of funds in the United Student Aid Funds Program. The benefits of this program are the same as those listed above under the Guaranteed Loan Program. To make application for a Federally Insured Loan, the student should obtain an application from participating banks, savings and loan associations, credit unions, college, or by writing to: Director, Higher Education, Region IV, Office of Education, DHEW, 50 Seventh Street, N.E., Room 404, Atlanta, Georgia.

Law Enforcement Education Program. The LEEP program provides financial aid for college studies by police, courts and corrections employees, and students preparing for work in these fields. Two types of financial assistance are offered under the LEEP program: Loans of up to \$1,800 per year and grants of up to \$300 per semester for in-service officers. Loan cancellation benefits are at the rate of 25 per cent per year of service in law enforcement. Otherwise, loans carry seven per cent interest and must be paid within ten years or at the rate of \$50 per month whichever is the shorter period of time.

United Student Aid Funds, Inc. Under this program, a student may borrow up to \$1,500 per year. Repayments begin the first day of the tenth month after the student discontinues school. The rate of interest is seven per cent simple interest. Under the Higher Education Act of 1965, the U. S. Commissioner of Education will pay the lending institution the seven per cent interest on eligible loans while the student is in college and until repayment period begins. To make application for a United Student Aid Fund loan, the student should apply at his local bank or write to the Financial Aid Director of the College.

Veterans Administration

Veterans and dependents of veterans enrolled at Saint Leo College are eligible for training benefits by the Veterans Administration Office before applying for admission and should then follow the regular admission procedure. V. A. benefits are paid directly to the student. In order to receive payment from the Veterans Administration the student must fill out a special form available at the Office of Records. Training time is designated by the Veterans Administration for each semester as follows:

14 or more semester hours	full time
10-14 semester hours.....	three-quarter time
7-9 semester hours.....	one-half time
1-6 semester hours.....	less than one-half time

State Programs

Saint Leo College participates in the following programs:

Florida Student Loan Program. For students who have been Florida residents for two years. The loan must be repaid with four per cent interest over a 60 month period following college attendance. The maximum amount to be borrowed is \$1,200 per year.

Florida Student Assistance Grant. Awards will range from \$200 to \$1,200 per academic year based on the financial need of the student. The prior criteria for eligibility is financial need, with priority given to applicants who have demonstrated the most promise for academic success. Preference will be given to entering freshmen, although Junior College Transfers will be considered. Application should be made to the Department of Education in Tallahassee.

Local Programs

San Antonio Jaycee Scholarship. An award given to a needy student of that community who has demonstrated academic ability and good civic responsibility.

Dade City Kiwanis Club Scholarship. An award given to a graduate of Pasco Comprehensive High School who exemplifies the ideals of a Kiwanian as to service and character.

Saint Leo College Programs

In addition to the above student aid, the following college grants are available.

Grants-in-Aid. Grants-in-Aid are outright gifts to students who have exceptional and superior qualifications and who will render a genuine service to the College.

Presidential Scholarships. The College provides Presidential Scholarships to sons and daughters of full-time employees of the College. This scholarship is for tuition only.

Saint Leo Work Scholarships. The College provides work opportunities for deserving students who have a particular talent which can be utilized for the benefit of the College. Students on a Work Scholarship may work up to 15 hours per week and are paid on an hourly basis.

The Bob Sykes Foundation Scholarship. Two \$200 scholarships are available each year to Florida residents demonstrating unusual leadership, patriotism, and Americanism.

Dennis Vacenovsky Scholarship Fund. Income from this fund will be used for students who show qualities of leadership, loyalty and service to the College, academic ability and who demonstrate financial need.

EXXON (ESSO) Education Foundation Scholarships. Twenty two-year scholarships at the rate of \$900 per year are available for talented chemistry students in the program for the Education of Prospective Industrial Chemists. Only Juniors and Seniors in the Industrial Chemistry Program would qualify for these grants.

Marion Elizabeth Flagg Scholarship Fund. Income from this fund will be used to assist deserving music students.

Dr. Herbert F. Wolf Scholarship Fund. Income from this fund will be used to assist deserving students in science and mathematics.

Applications for Financial Aid

Applications should be requested from the Saint Leo College Financial Aid Office, Saint Leo, Florida 33574. The application should be completed and returned to the same address by March 1 of each year, for priority consideration.

A copy of the Parents' Confidential Statement, which may be obtained from a secondary school, Saint Leo College Financial Aid Office, or the College Scholarship Service, P. O. Box 176, Princeton, New Jersey 08540, should be completed and returned to the College Scholarship Service. Students are encouraged to file the PCS as early as January of their senior year in high school.

The Academic Program

The liberal arts curriculum of Saint Leo College is designed to enable a student to present himself as a person of culture and conscience in our time. To this end, the academic program first acquaints the student with the discipline and philosophies of the major areas of human knowledge — the humanities, science, and the social sciences — and allows him to pursue a concentration in the area of his interest and talent. Throughout, the program encourages the student to relate the vast aggregate of human knowledge with the principles of his chosen area of concentration in order to gain a knowledge of himself, a concern for others, and a perspective of his options and responsibilities in the modern world.

Saint Leo College offers the following degrees

The Associate of Arts Degree in Secretarial Science; The Bachelor of Science Degree with a concentration in Industrial Chemistry; and the Bachelor of Arts Degree with a concentration in any of the following areas:

Art	Mathematics
Biology	Music
Business Administration	Philosophy
Business Education	Physical Education
Chemistry	Political Science
Criminology	Psychology
Dance	Reading
Elementary Education	Sociology
English and Literature	Spanish
French	Special Education
German	Theatre
History	

THE BASIC STUDIES PROGRAM

Saint Leo College places strong emphasis on a basic series of studies, recognizing the need for its students to become acquainted with the major areas of human knowledge. The academic program is flexible in many ways in order to allow the student enough freedom of selection to begin to satisfy his own enthusiasm. Faculty advisors work with each student to guide him in selecting the courses that will best contribute to his specific educational and vocational goals. The Basic Studies Program offers the student two major advantages; first, it provides a liberal exposure to the arts and sciences; and second, it provides sufficient time to develop an area of concentration particularly suited to his interests, needs, and talents.

While the Basic Studies Program requires study in five academic divisions of the College, the pattern of study is in part designed by the student himself.

Required areas of Basic Studies are as follows:

Two courses in English (EH 121 and 122);

One Basic Studies course from each of the following Divisions:

Fine Arts

Language and Literature

Philosophy and Theology

Natural Science and Mathematics

Social Science; and

three other Basic Studies courses from any of these Divisions, for a total of 30 credit hours in Basic Studies.

Considerable flexibility in choice in required areas of study is offered to the student from among the course offerings of the various Divisions. EN 221 from the Division of Creative Teaching and ECS 201 and 202 from the Division of Business Administration may also fulfill Basic Studies Requirements.

Basic Studies Requirements in Physical Education

The Basic Studies requirements in Physical Education include a three year sequence: PHE 101-102; 201-202; 301-302. A special three year sequence is designed for the students who, for physical causes, are unable to take the required program.

The following students are not required to complete this program:

1. Students with two years of military service.
2. Students over thirty-five years of age.

Students transferring with junior classification from institutions not requiring physical education must complete one year of Basic Physical Education.

Junior College Graduate Program

Saint Leo College will admit students holding any Associate degree into its B.A. program.

In order to earn a Bachelor of Arts degree the A.A. degree holder must elect one of Saint Leo College's offered concentrations, satisfy all requirements of the concentration as well as all ordinary graduation requirements, completing a minimum of 60 credit hours.

In order to earn a Bachelor of Arts degree, the A.S. or the A.A.S. degree holder must earn a minimum of 60 credit hours, as well as satisfy all ordinary graduation requirements. He may elect his A.S. or A.A.S. degree program as his concentration; complete a minimum of 30 hours of Basic Studies either from the degree granting Junior College or from Saint Leo College or a combination of both, completing a minimum of 60 credit hours. Or, he may elect one of Saint Leo College's offered concentrations, complete the Basic Studies requirement above, satisfy all requirements of the concentration, completing a minimum of 60 credit hours.

Concentration

In order to secure a concentrated focus on advanced work, the student usually selects his field of concentration before the completion of his sophomore year. However, he may begin his concentration as early as the first semester of his freshman year if he is certain about his educational and vocational goals. In fact, if he expects to enter the fields of medicine, dentistry, law, or a graduate school requiring extensive preparation in the natural sciences and mathematics, the student will save time by deciding early on his concentration. If he plans to teach, particularly in the secondary schools, he should not delay his decision beyond the first semester of his sophomore year in order to complete the required professional courses in education in the normal four year period.

Intensive study in a concentration usually begins in the first semester of the junior year. Prior to beginning his study, the student is assigned to an advisor by the Chairman of the Division in which he is concentrating. Inasmuch as the interests, needs, and talents of each student may differ from those of any other, he may choose electives outside his concentration in individual conference with his advisor.

To insure both breadth and an appropriate degree of specialization, it is expected that the student will usually complete 36 hours in a concentration.

Students who plan to teach at the secondary level should complete, as electives, the professional courses in education in addition to all the courses required in their concentration.

The student must attain at least a 2.00 Grade Point Average in his concentration in order to graduate.

Lectures

Periodically a guest lecturer, distinguished nationally or internationally for his achievement, vision, and leadership in some field of knowledge or endeavor, is invited to give lectures on the Saint Leo College campus. These special guests hold seminars for the students and faculty.

Flexibility

Because the academic program is student-centered, it is flexible in order to meet individual differences in background and purpose. In general, the program's flexibility provides the student with several areas of academic option:

Advanced Placement — High school students scoring high on the College Board Advanced Placement Examinations may be admitted to the College as freshmen at the end of their third year of high school. In addition, students of special ability or background may waive certain lower level courses and replace each with a higher level course.

Credit by Examination — Full-time students may receive credit in courses by successfully completing a comprehensive examination.

Independent Study and Research — All students upon consent of the Divisional Chairman may embark on such a program of independent study and research in their junior and senior years. These courses may be repeated for credit. This independent study and research may take the form of library research through a directed reading program, an action research program in education or social sciences, or a formal laboratory research program in the sciences.

Comprehensives

Sophomore Comprehensives. At the end of his sophomore year, each student must take a written comprehensive examination. The written examination is designed to evaluate the student's achievement during his first two years at Saint Leo College.

Senior Comprehensives. Certain concentrations require the student to take the GRE, the NTE, or such other evaluative measure as may be selected by the Vice President for Academic Affairs. It is desirable for all students who intend to enter a graduate or professional school to take this examination.

Preparation for Professions

Saint Leo College is primarily a liberal arts institution. However, basic pre-professional courses leading to graduate study or to entrance into professional schools are offered in a number of fields: law, medicine, dentistry, osteopathy, nursing, social work, and others.

The student who expects to use the liberal arts as a foundation for more specialized study at another institution is advised to consult the advisor in his special field of

The Academic Program

interest for a suggested outline of required subjects, and also to consult the catalogue of the institution at which he intends to continue his studies. Requirements are fairly uniform within a given field, but vary somewhat among professional and graduate schools.

Students who wish to combine three years of undergraduate study at Saint Leo College with the first year in an accredited professional school in order to receive the B.A. degree from this institution must comply with the minimum requirements defined below.

1. Earn 90 hours of credit in the College (under proper circumstances credit may be accepted in transfer from another undergraduate institution and may be used to reduce the number of hours of Saint Leo College credits presented for graduation. In every case, however, a student must complete at least 60 hours in residence at Saint Leo.)
2. Have a grade point average of at least 2.50 in all work taken at Saint Leo College.
3. Complete with an average of at least "C" the year of off-campus work accepted as fulfilling fourth-year requirements.
4. Satisfy all requirements for the Bachelor of Arts degree, including concentration requirements, by a combination of credits earned at Saint Leo College and the professional school.

Department of Secretarial Science

This two-year program leads to the Associate of Arts Degree in Secretarial Science. The program is designed to develop competent secretaries for employment in the modern business world. The program provides not only for training in such skills as typing, shorthand, secretarial procedures, use of machines, indexing and filing, basic principles of accounting, but also for extending the student's background in the liberal arts.

The student upon the completion of the two year program, if she wishes, may continue in the four year program and receive a bachelor of arts degree with a concentration in business education.

Certificate of Performance in Music

The Certificate of Performance is offered to encourage more intensive study in applied music and to recognize performing ability beyond the requirements of the degree. The certificate indicates the area of performance e.g., "Certificate of Performance in Piano."

The certificate is awarded only in connection with a degree granted by Saint Leo College. It may be awarded at the time the bachelor's degree is conferred or it may be earned after graduation.

Tutorial Services

Saint Leo College sponsors a Tutorial Service program free of charge for students desiring additional academic instruction. Honor students from the various disciplines tutor the individualized study programs, under the auspices of the Director of Tutorial Services.

Interested students should contact the Director of Tutorial Services for additional information.

The Junior Year Abroad Program

Participation in the Junior Year Abroad Program is required of all students concentrating in French, German, and Spanish. Saint Leo College sponsors the Junior Year Abroad Program under the auspices of the Central College European Studies Program and other programs which provide study of foreign languages and cultures in such institutions as the Universities of Vienna, Paris, and Madrid.

To be eligible the student must ordinarily have attained a 2.50 GPA and must have completed satisfactorily two years of college-level courses in the language for which he is applying. He may expect to complete a minimum of thirty credit hours during his year abroad — twenty six in the language and four elective credits in a non-language subject. He may thereby fulfill all course requirements for a concentration except FLE 431 and FLE 499, which must be taken at Saint Leo College upon his return. He must satisfy all other requirements of the College for the Bachelor of Arts degree.

Application to study abroad should be made early in the second semester of the student's sophomore year, usually not later than the last day in February. For further information consult the Foreign Language Coordinator.

May Session Abroad

In addition to the Junior Year Abroad Program, Saint Leo College participates in another overseas study program during the May Session. In 1969 the first of these study trips was made to Europe, with academic credit offered for courses in Political Science. Subsequent trips have been made each year including trips to the Soviet Union, Europe, and the Bahamas.



Academic Regulations

Registration

All students are registered for their courses during the registration period immediately preceding the fall and spring semesters.

Grading

Grading System

A	Excellent.....	4 quality points per credit hour
B+	Very Good.....	3.5 quality points per credit hour
B	Good.....	3 quality points per credit hour
C+	Above Average	2.5 quality points per credit hour
C	Average.....	2 quality points per credit hour
D	Below Average	1 quality point per credit hour
F	Failure	0 quality points per credit hour
I	Incomplete.....	0 quality points per credit hour
WP	Withdrawn Passing	0 quality points per credit hour
WF	Withdrawn Failing	0 quality points per credit hour
FA	Failure due to excessive absences	0 quality points per credit hour

Incomplete work (I) will be counted as failure (F) unless the work is made up within five weeks of the regular date for submitting grades.

Failures and Repeated Courses

Any course required for graduation which has been failed must be repeated as soon as possible.

A student may repeat any course that he wishes and only the higher grade will be computed in the student's cumulative grade point average.

Grade Changes

A grade may be changed only by the faculty member administering the course. Changes in grade are permitted only when a computational error was made. The student who feels that he has received an improper grade must notify the Office of Records immediately upon receipt of the grade. The Office of Records will then notify the faculty member of the problem.

Grade Point Average

The grade point average (GPA) is determined by dividing the total of the quality points earned by the total academic credits attempted. The following example illustrates a grade-point average of 2.00 obtained by dividing 30 by 15.

Course	Sem. Hrs.	Grade	Hours Attempted	Hours Earned	Quality Points
FA 121	3	A	3	3	12
SH 111	3	B	3	3	9
CY 121	3	F	3	0	0
HY 121	3	D	3	3	3
EH 121	3	C	3	3	6

Credit by Examination

Full time students may receive credit and quality points by successfully completing a comprehensive examination. Students must have prior consent of the instructor and pay a \$50.00 fee. To receive credit the student must achieve a grade of "C" or above. If the student fails, no grade will appear on his permanent record but record will be made of the unsuccessful attempt.

Students may also earn credit by examination through the College Level Examination Program (CLEP) and the General Examinations of the College Level Examination Program (CLEP-GE).

A student may not take more than one-third of the courses required for graduation by correspondence, credit by examination.

Student Load, Audit, and Class Attendance

Twelve credits is the minimum course load which a student may take and still be considered a full-time student. Students may normally carry 16 to 18 credits. The permission of the Vice President for Academic Affairs is required for those students who wish to take more than 18 credits.

When a student is required to take in excess of 20 credits by the Divisional Chairman provision may be made to absorb the excess cost upon written permission of the Vice President for Academic Affairs.

Students may take one course for audit above the normal load with the permission of their advisor. Audit students must be regular in attendance and must make regular class preparation. No tests or examinations are required. No grade or credit is given. Fees are the same for both credit and audit courses.

Upon approval of the Vice President for Academic Affairs the student may take the course for credit. A change from audit to credit will not be permitted after the first week of the semester.

The professor distributes an attendance policy in each of his classes and students are obliged to comply with it. The student's failure to accept this responsibility will result in his withdrawal from the course and a grade of "FA."

Drops and Adds

A student who registers for any course—audit or credit, required or elective—is expected to complete it. During the first week of a semester, the student may replace a course he has dropped by adding another, providing he meets the qualifications

Academic Regulations

for it. The charge to drop one course and add another is \$10.00. This charge will not be levied when the change is the result of faulty counseling.

Each student has the prerogative of dropping a course until one week after the advisory grades have been submitted to the Registrar's Office. A student who withdraws during this period will receive a grade of "WP" or "WF." A student who withdraws after the deadline will receive a mark of "F" for any course which he drops.

Veterans

Veterans must maintain a "C" average (2.00) in order to continue to be in good standing for Federal Aid. They must also keep in mind any regulations regarding changes in concentrations which may affect their standing.

Scholastic Deficiency

A student whose cumulative grade point average falls below 2.00 will be placed on academic probation beginning with the next session's attendance. The College reserves the right to take remedial action by curtailing non-academic activities, changing curriculum, repetition of specified courses, or lightening course load.

Students will be suspended from the College if they fail to attain a cumulative grade point average of 1.5 upon the completion of one year of full-time study or 30 attempted hours; 1.7 upon the completion of two years of full-time study or 60 attempted hours; and 1.9 upon the completion of three years of full-time study or 90 attempted hours.

Withdrawals From the College

If a student finds it necessary to withdraw from the College for any reason, he must do so officially to obtain honorable academic withdrawal.

Forms are available in the Office of Student Affairs and the procedure outlined therein must be followed. Students who fail to carry out these procedures will receive a failure "F" in all courses for the semester in which they withdraw. In such cases, the official withdrawal date for the permanent record will be the last day of the semester.

Since early withdrawal cannot be officially recognized until the student completes the procedures for withdrawal, there can be no refund of tuition or residence payments until such form is filed and receipted. The effective date of withdrawal will be the date the completed form is filed in the Records Office.

Classification of Students and Academic Standing

Students are classified according to the number of credit hours earned. Listed below are the requirements for the respective classifications:

Freshman—a student who has less than 30 earned credit hours.

Sophomore—a student who has at least 30 and less than 60 earned credit hours.

Junior—a student who has at least 60 and less than 90 earned credit hours.

Senior—a student who has at least 90 earned credit hours.

Special—a non-degree seeking student.

Degree Requirements

To earn the degree of Bachelor of Arts the student must satisfy the following academic requirements:

1. Complete a minimum of 120 credits, exclusive of the credits for the basic studies in physical education.
2. Complete the Basic Studies Program.
3. Complete a minimum of 40 hours at the 300-400 level.
4. Attain a cumulative grade point average of 2.00.
5. Complete all the requirements of his division and of his concentration.
6. Attain a cumulative grade point average of 2.00 in his concentration.
7. Complete such comprehensive examinations as may be required by the College.

The student must also satisfy the following non-academic requirements:

1. Fulfill the residence requirements.
2. Satisfy all financial obligations.

Residence Requirements

Four academic years or eight semesters are ordinarily required to earn the bachelor's degree. All students must be in residence (attendance) at least one full academic year immediately preceding their graduation and must complete a minimum of 30 hours at Saint Leo College.

Application for Graduation

Students must make formal application through the Records Office to graduate. A \$45.00 fee is required for graduation even if the student chooses not to participate in the commencement exercises. In order to provide time for the graduation committee to completely research the applicant's record, these applications must be submitted by the end of the first semester of the school year in which he expects to graduate.

The College has one formal (with academic regalia) graduation each year. Graduation is held immediately after the completion of the spring semester.

The Dean's List

At the end of each semester those students who have earned a semester grade point average of 3.25 or better are recognized by placement on the Dean's List. All students on the Dean's list are recognized at a scholarship convocation.

Graduation With Honors

The degree is conferred: **summa cum laude**, on students who have a cumulative index of at least 3.75; **magna cum laude**, on students who have a cumulative index of at least 3.5; **cum laude**, on students who have a cumulative index of at least 3.25.

Awards

The following awards are given to members of the graduating class:

1. The **Clara McDonald Olson Scholarship Award** to the graduating student earning the highest scholastic average and exhibiting the qualities of a true scholar. He must have attended the full four years.
2. The **John I. Leonard General Excellence Award** to the member of the graduating class who best embodies the qualities of character, scholarship, service, leadership, and general excellence for which Saint Leo College stands.

3. The **Abbot Marion Bowman Activities Award** to the member of the graduating class whose participation and leadership in extracurricular activities have been of the highest order.

The Floreat Award

The award may be given at graduation by the Board of Trustees in recognition of distinguished benefaction to Saint Leo and to Catholic education in the State of Florida. Recipients are:

- 1961 Right Reverend Monsignor MacEachen
- 1962 Mr. Robert A. Brown
- 1963 Mr. Leo N. Hierholzer
- 1964 Mrs. R. Hill Bolling
- 1967 Mrs. Bertha Evans Brown



Courses of Instruction

Following are descriptions of courses of instruction offered at Saint Leo College. Any courses, however, may be withdrawn from the schedule if insufficient enrollment or other factors warrant such action.

Courses are offered at least once each academic year unless otherwise specified in the course description. The calendar year extends from September 1 to August 15. Some of the more specialized courses may not be offered except during the May Session or during the summer program.

The number of credits listed opposite the title of each course refers to the amount of credit granted each semester for the successful completion of the course. In general, each hour of credit implies one hour of classroom work per week throughout the semester, except for laboratory courses.

An asterisk (*) following the course title indicates that it is a Basic Studies course.

THE DIVISION OF BUSINESS ADMINISTRATION

The Division of Business Administration in cooperation with all other divisions, stresses education for the whole man. The Division specializes as needed to provide a basis for understanding the economic structure of our society. Those who enter the business world, the world of products and services, buying and selling must be prepared to support all other segments of our society. The Division endeavors to prepare the student to accept his share of this commitment by placing the emphasis on an educational program designed to develop a roundly educated person, capable of creative, analytical thought and communication.

The Division of Business Administration aims to impart knowledge to students in a program leading to a Bachelor of Arts degree in accordance with the liberal arts ideal described in the Academic Program.

Business Administration

The program in Business Administration is designed as preparation for graduate study in business, for careers in business and industry, and for admission to law school.

The student is expected to complete two semesters of Principles of Economics (ECS 201/202) and two semesters of Principles of Accounting (ACC 201/202) during the sophomore year. MS 117, or MS 123 is required prior to enrolling in ECS 325 (Business Statistics). The following additional courses are required to complete the program in Business Administration: ECS 325; MKT 301, 433; MGT 301, 311; FIN 325, 331 or 477; ACC 326, 421; GBA 321, 431, 499; and four other elective courses within the Business Administration area. (200 level or above.)

Business Education

The Division of Business Administration offers two programs in business education: a Bachelor of Arts degree in business education and an Associate of Arts Degree in Secretarial Science.

Accounting

The Bachelor of Arts degree in Business Education.

This program is designed to offer professional preparation for teachers, secretaries, and office administrators. The following courses are required to complete the Bachelor of Arts degree in business education.

Education Courses: Because requirements for certification differ from state to state, the Division of Creative Teaching maintains for students and advisors a file of each state's current requirements. Required education courses are: EN 112, 221, 321, 323, 410, and 489.

Concentration: the following additional courses are required to complete the program: ACC 201, 202; ECS 201, 202; GBA 321, 431; MGT 301; SSC 121, 122, 123, 124, 221, 223, 227 and three hours of electives in business courses. Students can exempt SSC 121 and SSC 123 by making a satisfactory score on a proficiency test.

The Associate of Arts Degree in Secretarial Science

This two year program is designed to develop competent secretaries prepared for employment in the modern business world.

The following courses are required to complete the Associate of Arts degree in Secretarial Science:

Basic Studies: EH 121, 122; PHE 101, 102; plus three hours from each of the following areas: Fine Arts, Science and Mathematics, Philosophy, Language and Literature and Social Science. (Total 23 hours)

Concentration: SSC 121*, 122*, 123*, 124*, 221, 223, 227; ACC 201; GBA 321, PSY 222, or EN 221 or MGT 301 and Business electives to total a minimum of 26 hours in the concentration.

Electives: (A minimum of 9 hours) Electives may be related to the field in which the student hopes to work after graduation. A student planning to become a medical secretary might elect a course in anatomy; a student who wants to work in the publishing field might take literature courses, etc.

Accounting

ACC 201 Principles of Accounting I **3 credits**

An introduction to the preparation and use of accounting information as found in financial and operating statements as a basis for measuring performance and making business decisions. Three hours per week.

ACC 202 Principles of Accounting II **3 credits**

Prerequisite: ACC 201.

A continuation of ACC 201 with emphasis on problems of measurement of income and expense, working capital, and investments. Includes material on partnerships, cost accounting, taxes, funds flow analysis, and interpretation of financial statements. Three hours per week.

ACC 301 Intermediate Accounting I **3 credits**

Prerequisite: ACC 202.

Principles underlying financial statements, including important ratios, capital structure and fund flow analysis. (Offered on demand.) Three hours per week.

*These courses may be waived if the student has had sufficient training previously.

ACC 302 Intermediate Accounting II **3 credits***Prerequisite:* ACC 301.

Short and long-term investments and liabilities; interpretation of accounting data. (Offered on demand.) Three hours per week.

ACC 326 Managerial Accounting **3 credits***Prerequisites:* ACC 202, ECS 202.

A study of the use by managers of accounting data in planning and controlling business operations. Three hours per week.

ACC 329 Independent Study and Research **3 credits***Prerequisite:* Permission of advisor.

An honors course designed to meet the needs of the exceptional student who wishes to pursue a particular area at an advanced level.

ACC 421 Federal Taxes **3 credits***Prerequisite:* ACC 202.

A study of the federal income tax structure with emphasis on the taxation of individuals. (Offered Semester I only.) Three hours per week.

ACC 429 Advanced Independent Study and Research **3 credits***Prerequisite:* Permission of advisor.

An honors course designed to meet the needs of the exceptional student who wishes to pursue a particular area at an advanced level.

Economics**ECS 101 Environmental Economics*** **3 credits**

A study of the problems of an affluent society and the application of alternative solutions derived from economic analysis. Pollution, population, and poverty will be studied. Other current problems will be surveyed. Three hours per week.

ECS 102 Personal Finance* **3 credits**

A study of personal income as related to budgeting, borrowing, investments, insurance, home ownership, retirement planning and annuities, and estate planning. Three hours per week.

ECS 201 Principles of Macroeconomics* **3 credits**

The overview of the dynamics of the American economy. Emphasis on the Gross National Product and its components. Three hours per week.

ECS 202 Principles of Microeconomics* **3 credits**

A study of economic analysis concerning the factors at work in the marketplace. Three hours per week.

ECS 325 Business Statistics **3 credits***Prerequisite:* MS 123 or MS 117 or permission of advisor.

An introduction to probability theory and statistics with application to business affairs. Sampling and distribution theory; estimation; testing hypothesis; analysis of times series; index numbers; accuracy and error in the collection and reporting of data. Three hours per week.

*Basic Studies Course

Finance

ECS 327 Economic Evaluations for Industrial Chemists	3 credits
Prerequisite: CY 327 or consent of instructor.	
Introduction to formulas for the time value of money. Basic principles and applications of economic decision-making between alternatives encountered in industrial projects. Total, incremental and replacement costing. Evaluations of research projects.	
ECS 329 Independent Study and Research	1-3 credits
Prerequisite: Permission of Advisor.	
An honors course designed to meet the needs of the exceptional student who wishes to pursue a particular subject at an advanced level. (Offered on demand.)	
ECS 366 Money and Banking	3 credits
Prerequisites: ECS 201, 202.	
The nature and function of money and credit in our economy and its effect on prices, output and employment; monetary theory and policy implications. Three hours per week.	
ECS 369 Evolution of Economic Thought	3 credits
Prerequisites: ECS 201, 202.	
A review of the development of economic theory and philosophy from its inception to the present. (Offered Semester II only.) Three hours per week.	
ECS 423 Public Finance and Taxation	3 credits
Prerequisites: ECS 201, 202.	
A study and economic analysis of governmental expenditures, taxation, public debt, and monetary and fiscal policies; a critical examination of the use of National Income and Expenditure Accounts in the formulation of national economic plans. (Offered Semester II only.) Three hours per week.	
ECS 424 Development Economics	3 credits
Prerequisites: ACC 202; ECS 201, junior standing.	
Problems, policies, and dynamics of emerging nations. The relevance of economic theories of growth and development are examined within the context of the social and political environment of underdeveloped nations. (Offered on demand.) Three hours per week. (This course may also be offered in the May Session as an off-campus foreign study course.)	
ECS 429 Advanced Independent Study and Research	1-3 credits
Prerequisite: Permission of advisor.	
An honors course designed to meet the needs of the exceptional student who wishes to pursue a particular subject at an advanced level. (Offered on demand.)	
ECS 471 Price Theory	3 credits
Prerequisites: ECS 201, 202.	
Analysis of competitive and non-competitive markets in terms of efficiency and resource use; analysis of demand, production and distribution. Three hours per week.	

Finance

FIN 325 Principles of Finance	3 credits
Prerequisite: ACC 202.	
An introduction to the fundamental concepts, including sources and uses of short-term and long-term funds. Three hours per week.	

FIN 329 Independent Study and Research 1-3 credits

Prerequisite: Permission of advisor.

An honors course designed to meet the needs of the exceptional student who wishes to pursue a particular subject at an advanced level. (Offered on demand.)

FIN 331 Principles of Investment 3 credits

Prerequisites: ACC 202; ECS 202; FIN 325 or consent of instructor. Survey of the risks and returns of investments made by institutions/individuals. Includes a critical examination of the capital markets as well as stock markets. (Offered Semester II only.) Three hours per week.

FIN 477 Risk and Insurance 3 credits

A survey of problems and coverages in the areas of fire and casualty, life and health fields. Includes a study of chance and pooling theory. (Offered Semester I only.) Three hours per week.

General Business Administration**GBA 251 Principles of Electronic Data Processing** 3 credits

Prerequisite: Junior standing or consent of the instructor.

A study of information processing systems (hardware, software, and techniques) in sequential and real-time applications, and preparation of management systems programs in a current programming language. Three hours per week.

GBA 321 Business Communications 3 credits

Prerequisite: Junior standing or permission of advisor.

Business letters, reports, requests, and other methods of communication used in the business world. Three hours per week.

GBA 329 Independent Study and Research 1-3 credits

Prerequisite: Permission of advisor.

An honors course designed to meet the needs of the exceptional student who wishes to pursue a particular subject at an advanced level. (Offered on demand.)

GBA 429 Advanced Independent Study and Research 1-3 credits

Prerequisite: Permission of advisor.

An honors course designed to meet the needs of the exceptional student who wishes to pursue a particular subject at an advanced level. (Offered on demand.)

GBA 431 Business Law I 3 credits

Prerequisite: ACC 122.

Fundamentals of contracts, sales, commercial paper, and business organizations; emphasis on the uniform commercial code and recognition of legal problems in the business world. (Offered Semester I only.) Three hours per week.

GBA 432 Business Law II 3 credits

Prerequisite: GBA 431.

A continuation of GBA 431. (Offered Semester II only.) Three hours per week.

GBA 499 Senior Seminar in Business 3 credits

Prerequisite: Senior standing. Required one semester of the senior year.

A seminar designed to put the entire course of study in perspective. A research paper of significance is usually required. Three hours per week.

Management

MGT 301 Principles of Management 3 credits

Prerequisite: ACC 202

The structure and organization of a business and the functions of the policy makers in relation to the objectives of the business; emphasis on problems of management through analysis of case studies. (Offered Semester I only.) Three hours per week.

MGT 311 Human Relations in Organizations 3 credits

Prerequisite: MGT 301.

Investigates some of the complex factors important for a basic understanding of human behavior in formal organizations. Within a systems framework and using the case study method approach, discussion topics include motivational aspects of individual, inter and intra-group behavior. (Offered Semester II only) Three hours per week.

MGT 329 Independent Study and Research 1-3 credits

Prerequisite: Permission of advisor.

An honors course designed to meet the needs of the exceptional student who wishes to pursue a particular subject at an advanced level. (Offered on demand.)

MGT 342 Systems Analysis and Design 3 credits

Prerequisites: GBA 251; MGT 301.

Study of interface between environment and open systems. Analysis and design of computer and noncomputer systems as tools in management planning and control. (Offered Semester II only.) Three hours per week.

MGT 429 Advanced Independent Study and Research 1-3 credits

Prerequisite: Permission of Advisor.

An honors course designed to meet the needs of the exceptional student who wishes to pursue a particular subject at an advanced level. (Offered on demand.)

Marketing

MKT 301 Basic Marketing 3 credits

Prerequisites: ECS 201, 202; ACC 202

The marketing of goods and services coupled with an integration of functional, commodity and institutional approaches from the viewpoint of both the consumer and the manager. (Offered Semester I only.) Three hours per week.

MKT 329 Independent Study and Research 1-3 credits

Prerequisite: Permission of advisor.

An honors course designed to meet the needs of the exceptional student who wishes to pursue a particular subject at an advanced level. (Offered on demand.)

MKT 429 Advanced Independent Study and Research 1-3 credits

Prerequisite: Permission of advisor.

An honors course designed to meet the needs of the exceptional student who wishes to pursue a particular subject at an advanced level. (Offered on demand.)

MKT 433 Marketing Problems	3 credits
<i>Prerequisite:</i> MKT 301.	
A study of solutions to special marketing problems. Includes case analyses. (Offered Semester II only.) Three hours per week.	

Secretarial Science

SSC 121 Elementary Shorthand	3 credits
Gregg Shorthand Diamond Jubilee Theory and Practice. Development of reading and writing ability. Four periods per week. (Offered Semester I only.)	

SSC 122 Intermediate Shorthand	3 credits
A continuation of SSC 121 with increased practice in dictation and transcription skills. Four periods per week. (Offered Semester II only.)	

SSC 123 Elementary Typing	2 credits
Keyboard mastery drills for speed and accuracy, letters and other business forms. Four periods per week. (\$15.00 lab fee.) (Offered Semester I only.)	

SSC 124 Intermediate Typing	2 credits
A continuation of SSC 123. Four periods per week. (\$15.00 lab fee.) (Offered Semester II only.)	

SSC 221 Secretarial Practice	3 credits
<i>Prerequisites:</i> SSC 223 and SSC 227. The study of personal aspects of office problems, secretarial duties, and professional and ethical responsibilities. Four periods per week. (\$15.00 lab fee.) (Offered Semester II only.)	

SSC 223 Advanced Shorthand	3 credits
<i>Prerequisite:</i> SSC 122 or equivalent. Designed to develop further the ability to take dictation and to transcribe rapidly and accurately. Four periods per week. (Offered Semester I only.)	

SSC 224 Advanced Shorthand	3 credits
<i>Prerequisite:</i> SSC 223. Four periods per week. (Offered Semester II only.)	

SSC 227 Advanced Typing	2 credits
<i>Prerequisite:</i> SSC 124 or equivalent. A continuation of basic and production skills with application of these skills to advanced office problems. Four periods per week. (\$15.00 lab fee.) (Offered Semester I only.)	

THE DIVISION OF FINE ARTS

The Division of Fine Arts provides opportunities in creative and aesthetic expression for personal enrichment and enjoyment. Courses are offered to guide the student into a deeper appreciation for the cultural experiences which bring particular satisfaction in his dealing with others. The areas of Art, Dance, Film, Music and Theatre allow the student a wide variety of activities in which he may participate both as a beginner and as an advanced student. The realization of self-expression allowed in these courses of study is unique to the areas of this Division and is essential to the total development of the liberal ideal.

Art

Concentrations in Art, Dance, Music, and Theatre are offered by the Division.

Students who plan to prepare themselves to teach in the fine arts should complete as electives the professional courses in education as prescribed by the division advisor.

Art

A concentration in Art is designed as preparation for graduate work in art, for employment in the creative art fields, and for teaching in the elementary and/or secondary schools.

Before graduation, an art concentrator must present an exhibit showing his ability to create in various art media.

Required courses for a concentration in Art: ART 121, 122, 221, 223, 321, 322, 323, 421, 499 and three other upper division courses chosen on the basis of the student's particular area of study to meet the minimum 39 hour requirement for the concentration.

Additional requirements for students preparing to teach are ART 326 and 327 and additional courses in Education as advised.

ART 121 Visual Fundamentals I* **3 credits**

Introduction to the principles of art through individual creative development, two dimensional design and three dimensional design. Six hours of studio per week.

ART 122 Visual Fundamentals II **3 credits**

Prerequisite: ART 121.

A continuation of ART 121. Six hours of studio per week.

ART 221 Drawing **3 credits**

Prerequisite: ART 121.

Freehand drawing from landscape, live models, and objects with emphasis on training to see, to understand and to report through drawing. Six hours of studio per week.

ART 223 Beginning Painting **3 credits**

Prerequisite: ART 121.

Introduction to studio painting. Investigation and experimentation with mixed media with primary emphasis on oil painting. Six hours of studio per week.

ART 224 Beginning Sculpture **3 credits**

Prerequisite: ART 121.

Introduction to three-dimensional work in various media with emphasis on the development of understanding and effective use of space and volume through planes, shapes, positive/negative space relationships, and color. Six hours of studio per week.

ART 225 Graphics **3 credits**

Prerequisite: ART 121.

Creative processes and projects in relief, intaglio, and planographic techniques. Six hours of studio per week.

* Basic Studies Course



ART 227 Ceramics 3 credits

Prerequisite: ART 121.

Materials, processes and techniques involved in producing ceramics by handcraft means. Six hours of studio per week. (\$25.00 fee.)

ART 321 Studio I 2-6 credits

Prerequisite: Approval of the Divisional Chairman.

Individual development according to talent in one of the following fields: painting, sculpture, graphics, design, ceramics, and crafts. May be repeated for credit. Two hours of studio per week per hour of credit. (\$25.00-\$50.00 fee only in ceramics.)

ART 322 History of Art I 3 credits

Prerequisite: ART 121 or consent of Divisional Chairman.

General survey of the cultural development of mankind from earliest times through the present, as reflected in painting, architecture, and sculpture. Three hours per week.

ART 323 History of Art II 3 credits

Prerequisite: ART 121 or consent of Divisional Chairman.

Studies in modern art as related to cultural development, beginning with the late Nineteenth Century and continuing through the present, with emphasis on the contemporary scene. Three hours per week.

Dance

ART 429 Special Topics

1-4 credits

Prerequisite: Approval of Divisional Chairman.

Study and research in areas of particular interest to the student.

ART 499 Senior Seminar in Art

3 credits

Prerequisite: Senior standing.

Required of concentrators in Art one semester of the senior year. The integration of concepts within the field of art and the relation of these to other areas of study. One three-hour discussion per week.

Dance

A concentration in Dance is designed as preparation for graduate study in dance or for employment in the creative art fields.

Students concentrating in Dance must participate in Dance Company for a minimum of six semesters and are also required to participate in at least one dance technique course each semester.

Required courses for a concentration in Dance: DE 125, 225 (9 hours minimum), 325 (6 hours minimum), 329/429 (9 hours minimum), 421, 425, and 499. Recommended electives for Dance concentrators are anatomy, technical theatre, music theory, drawing, performance and psychology.

DE 110 Dance Company

1 credit

Enrollment by consent of instructor. One three hour rehearsal per week. May be substituted for 300 level PHE course.

DE 125 Introduction to Dance*

3 credits

Dance explored as a performing art through the areas of dance technique, dance composition and dance history. Three hours of studio per week.

DE 225 Intermediate Dance

3 credits

Prerequisite: DE 125

A study of composition fundamentals and intermediate dance technique. Develops kinesthetic perception of line, movement, rhythm and grouping. May be repeated for credit. Three hours per week.

DE 325 Ballet

3 credits

Prerequisites: DE 125, 225.

Mastery of the fundamentals of Ballet to the individual dancer's needs. Demonstrated mastery of steps and vocabulary. May be repeated for credit. Three hours per week.

DE 329 Special Topics

2-6 credits

Prerequisite: Approval of Divisional Chairman.

Study and research in areas of particular interest to the student. (May be repeated for credit.)

* Basic Studies Course

DE 421 Dance History 3 credits

Prerequisite: DE 125.

After a study of the fundamentals of dance history and composition the student is asked to compose his own dance phrases, studies and to find or compose adequate accompaniment. Three hours per week.

DE 425 Composition I 3 credits

Prerequisite: DE 421 or consent of instructor.

An analysis and study of the elements which make up the dance art form. Students will be asked to solve problems creatively in terms of dance movement, both in solo and in group work. Various period styles as well as modern forms will be covered. Three hours per week.

DE 429 Special Topics 2-6 credits

Prerequisite: Approval of Divisional Chairman

Study and research in areas of particular interest to the student. May be repeated for credit.

DE 499 Senior Seminar in Dance 3 credits

Prerequisite: Senior standing.

Required of Dance concentrators one semester of the senior year.

Fine Arts

FA 123 Introduction to Film*

3 credits

A survey course treating the film as a modern art form, tracing its development from the late Nineteenth Century to the present day. Includes mechanics of film production and aesthetic problems which face film theoreticians. Two lectures and one workshop per week.

FA 223 Cinema Production

3 credits

Prerequisite: FA 123.

Cinema techniques explored in a workshop setting. The student will be primarily concerned with the actual filming and editing of motion picture sequences.

Humanities

HS 429 Special Topics

1-4 credits

Prerequisite: Consent of the Divisional Chairman.

Advanced reading and study to achieve a synthesis of concepts in areas of the humanities selected with regard to the student's need, interest, and preparation. May be repeated for credit.

Music

A concentration in Music is designed as preparation for graduate work in music, for employment in the creative art fields, and for teaching in the elementary and/or secondary schools.

The Certificate of performance is offered to encourage more intensive study in applied music and to recognize performing ability beyond the requirements of the degree. The certificate indicates the area of performance e.g., "Certificate of Performance in Piano."

The Certificate is awarded only in connection with a degree granted by Saint Leo College. It may be awarded at the time the bachelor's degree is conferred or it may be earned after graduation.

Instruments are available for rental through the Division of Fine Arts.

Required courses for a concentration in Music: MC 121, 122, 123, 221, 222, 321, 322, 323, 324, 425, 426, and 499. MC 120, 220, 320, or 420 and participation in at least one ensemble is required during each semester in residence. A proficiency examination in keyboard, sight-singing, and dictation is required for graduation. Upper level electives to complete the concentration will be chosen on the basis of the student's particular area of study. A minimum of 38 hours is required for the concentration.

Additional requirements for students preparing to teach are MC 325, 326, 327, and additional courses in Education as advised.

* Basic Studies Course

MC 111 Oratorio Chorus*	I credit
Open to all students. May be repeated for credit. One two-hour rehearsal per week.	
MC 112 College Choir	I credit
Enrollment by consent of instructor. May be repeated for credit. Four one-hour rehearsals per week.	
MC 113 Glee Club	I credit
Open to male students. May be repeated for credit. Four one-hour rehearsals per week.	
MC 114 Collegium Musicum	I credit
Enrollment by consent of the instructor. May be repeated for credit. One two-hour rehearsal per week.	
MC 116 Wind Ensemble	I credit
Open to all students. May be repeated for credit. Four one-hour rehearsals per week.	
MC 117 Orchestra	I credit
Open to all students. May be repeated for credit. One two-hour rehearsal per week.	
MC 118 Stage Band	I credit
Open by audition and/or permission of instructor. One two-hour rehearsal per week. A laboratory performance course designed to allow the student to participate in the exploration and performance of standard and contemporary jazz literature. May be repeated for credit.	
MC 119 Percussion Ensemble	I credit
<i>Prerequisite:</i> Permission of instructor. The study and performance of literature in the percussion medium. One hour rehearsal per week. May be repeated for credit.	
MC 120, 220, 320, 420 Private Instruction	I credit
Private instruction is offered at each level in the following areas: (b) brass; (p) percussion; (r) string; (v) voice; (w) woodwind; (x) keyboard. (A) or (B) following the course number will designate primary (A) or secondary (B) instrument at each level; e.g., MC 320B(w) indicates private study in woodwinds as a second instrument. May be repeated for credit. One private lesson per week. (\$50 fee per semester.)	
MC 121 Music Theory I*	4 credits
Teaches the principles of musical structure and style through the draft of homophonic writing and visual analysis. Develops fundamental skills of musicianship in sight-singing, ear-training, and basic keyboard. Three lectures and two drill sessions per week.	
MC 122 Music Theory II	4 credits
<i>Prerequisite:</i> MC 121. A continuation of MC 121. Three lectures and two drill sessions per week.	
MC 123 Introduction to Music	3 credits
An introduction to the art of music, based upon the techniques and repertory of music of the world. Three lectures per week.	

* Basic Studies Course

MC 221 Music Theory III	3 credits
<i>Prerequisite:</i> MC 122.	
Continuation of analysis, craft, and skills. Introduction to Twentieth Century compositional idioms. Three lectures and two drill sessions per week.	
MC 222 Music Theory IV	3 credits
<i>Prerequisite:</i> MC 221.	
Advanced compositional procedures, with emphasis on orchestration and original writing. Analysis of large musical forms and introduction to contrapuntal techniques. Three lectures and two drill sessions per week.	
MC 321 Music History I	3 credits
<i>Prerequisite:</i> MC 123.	
The evolution of musical thought and literature from 1685 to the present. Three lectures per week. Offered in alternate years.	
MC 322 Music History II	3 credits
<i>Prerequisite:</i> MC 321.	
The evolution of musical thought and literature from 1685 to the present. Three lectures per week. Offered in alternate years.	
MC 323 Conducting	2 credits
<i>Prerequisite:</i> MC 121.	
Techniques used in conducting vocal and instrumental ensembles. Two lectures per week. Offered in alternate years.	
MC 324 Advanced Conducting	2 credits
<i>Prerequisite:</i> MC 323.	
A study of advanced conducting and rehearsal techniques. Interpretation of score, and a survey of literature. Two lectures per week. Offered in alternate years.	
MC 325 Music in the Elementary School	3 credits
<i>Prerequisite:</i> MC 123.	
For music and elementary school concentrators. A study of the objectives, theories, and techniques of teaching music in the primary and intermediate grades, with special attention to repertory and to supervision of creative activities. Directed observation in the elementary school will be required. Three lectures per week.	
MC 326 Music in the Secondary School	3 credits
<i>Prerequisite:</i> MC 222	
Open only to music concentrators. Junior and senior high school music organization and management. A study of the materials and methods for musical groups. Directed observation in the secondary school will be required. Three lectures per week. Offered in alternate years.	
MC 327 Class Instruments—b,p,r,v,w,x	1 credit
<i>Prerequisite:</i> MC 123 or FA 121.	
A comprehensive study of all (b) brass, (p) percussion, (r) string instruments, (v) voice, (w) woodwind, and (x) keyboard with attention given to associated textbooks, pedagogy and performance. Four rehearsals per week.	
MC 328 General Music in the Secondary School	3 credits
<i>Prerequisite:</i> MC 326	
This course is designed to meet the needs of the music major in his specific requirement of preparation for teaching non-performing music courses in the secondary school (general music and humanities in the junior or senior high school, theory and literature courses in the high school.) Three hours per week.	

MC 329 Special Topics	1-4 credits
<i>Prerequisite:</i> Consent of Divisional Chairman.	
Reading, advanced analysis, or other projects in accordance with student's needs and capabilities. May be repeated for credit.	
MC 425 Choral Literature	2 credits
<i>Prerequisite:</i> MC 123	
A study of the larger vocal forms, such as cantata and oratorio. Two lectures per week. Offered in alternate years.	
MC 426 Symphonic Literature	2 credits
<i>Prerequisite:</i> MC 123.	
A study of the development of the symphony and the symphonic poem. Two lectures per week. Offered in alternate years.	
MC 429 Special Topics	1-4 credits
<i>Prerequisite:</i> Consent of Divisional Chairman.	
Advanced reading, analysis or projects involving research and experimentation. May be repeated for credit.	
MC 485 Private Instruction	1 credit
<i>Prerequisite:</i> 1 credit in MC 420 and acceptance into the Certificate of Performance Program.	
Advanced private instruction in (b) brass; (p) percussion; (r) string; (v) voice; (w) woodwind; (x) keyboard. May be repeated for credit. (\$50.00 fee per semester.)	

MC 499 Senior Seminar in Music	3 credits
<i>Prerequisite:</i> Senior standing.	
Required of music concentrators one semester of the senior year. The integration of concepts within the field of music and the relation of these to the student's area of study. One three-hour discussion per week.	

Theatre

A concentration in Theatre is designed as preparation for graduate study in theatre, for employment in the creative art fields, and for teaching in the secondary schools.

Students concentrating in Theatre must enroll in College Theatre each semester in residence. The Saint Leo College Actors' Workshop offers varied opportunities for production.

Required courses for a concentration in Theatre: TE 121, 123, 331, 421, 422, 499 and EH 322. At least two courses chosen from the following: TE 222, 321, 322, 325, and one from the following: EH 422, FA 123, DE 125, SPH 223, and TE 429. Upper division electives will be chosen to meet the minimum 36 hour requirement for the concentration.

TE 110 College Theatre	1 credit
Open to all students and townspeople. Participation in play production. May be repeated for credit. One three-hour session per week.	

TE 121 Fundamentals of Theatre Arts* 3 credits

Investigates the imaginative processes involved in creating theatre. Emphasizes dramatic literature in performance and examines roles of playwright, director, actor, designer, and theatre architect. Three lectures per week.

TE 123 Technical Theatre* 3 credits

The theory and practice of building, painting, rigging, and shifting scenery; construction and use of properties; basic makeup; familiarizes student with lighting instruments and their control. Three lectures per week.

TE 221 Performance I 4 credits

Prerequisite: TE 121 or consent of instructor.

A workshop in the fundamentals of acting in which the beginning steps in creating a role are introduced. Exercises in voice production and stage movement are important features of the program. Six hours per week.

TE 222 Performance II 4 credits

Prerequisite: TE 221.

A workshop in the problems of acting which continues work begun in TE 221 and introduces techniques of characterization and style. Six hours per week.

TE 321 Directing 3 credits

Prerequisite: TE 121.

Development of the director's role from the first reading of a script to its actual performance. Each student will direct one short play for performance in College Theatre. Three lectures per week. (Offered in alternate years.)

TE 323 Technical Production 4 credits

Prerequisites: TE 121 and 123.

Advanced technical practice in scenery, lighting and design. Students will design scenery and lighting, and serve as technical directors for College Theatre productions. (Required laboratory) Four sessions per week.

TE 325 Playwriting 3 credits

Prerequisite: TE 121 or consent of instructor.

Fundamentals of writing for the stage. The student playwright is guided from initial idea to completed manuscript. Emphasis on characterization, dialogue, and plotting. Selected plays will be produced by the College Theatre. Three lectures per week.

TE 329 Special Topics 1-4 credits

Prerequisite: Approval of Divisional Chairman.

Designed to enable the student to pursue through directed study and research a subject related to his particular interest.

TE 421 History of Theatre I 3 credits

Prerequisite: TE 121.

A survey of the chief periods of theatrical history from pre-classical times to the French neo-classical. Three lectures per week. (Offered in alternate years.)

TE 423 History of Theatre II 3 credits

Prerequisite: TE 121.

A survey of the chief periods of theatrical history from the French neo-classical to the present. Three lectures per week. (Offered in alternate years.)

* Basic Studies Course

TE 429 Special Topics

1-4 credits

Prerequisite: Approval of Divisional Chairman.

Designed to enable the student to pursue through independent study and research a subject related to his particular interest.

TE 499 Senior Seminar in Theatre

3 credits

Prerequisite: Senior standing.

Required of theatre concentrators one semester of the senior year. The integration of concepts within the field of theatre and the relation of these to other areas of study. One three-hour discussion per week.

DIVISION OF CREATIVE TEACHING

The Division of Creative Teaching offers an innovative, individualized, performance-based Teacher Education Program which is approved by the Florida State Board of Education.

The Division's curriculum is firmly anchored in the study of teaching as both a science and an art. Through classroom instruction and early involvement in the schools, students obtain a thorough knowledge of form, structure, and process in their discipline. Guided by the Division faculty, students gain in greater confidence in themselves as persons and as future leaders of youth. The student in the Teacher Education Program, with its emphasis on creativity in teaching, may be expected to complete his studies as a strong, viable candidate for the teaching profession.

The Division of Creative Teaching embraces four functions:

1. It directs the continuing development, implementation and evaluation of the Teacher Education Program of the College.
2. It cooperates in creating mutually beneficial situations in which pre-internship classroom experiences for education students provide additional staffing for Pasco County schools.
3. It offers its services for advancing education throughout the College and the larger community.
4. It initiates, channels and tests ideas, projects and experiments directed toward improving learning and teaching on local, state, and national levels.

Students may work toward teaching certification on a performance-based, state-approved program in the areas listed below. A student who is graduated from the approved program is recommended to the Florida State Department of Education for certification.

Elementary Education

Music (kindergarten through twelfth grade)

Physical Education (kindergarten through twelfth grade)

History

Political Science

In addition to the teaching certification mentioned above in the state-approved programs, Saint Leo College course offerings make available certification by transcript evaluation in the following fields:

Art	German
Biology	Mathematics
Business	Psychology
Chemistry	Reading
Early Childhood	Sociology
English	Special Education
French	Theatre
Spanish	

Students certified for teaching in Florida automatically benefit from its certification reciprocity with 25 other states:

- | | |
|----------------|-------------------|
| 1. Alaska | 7. Kentucky |
| 2. California | 8. Maine |
| 3. Connecticut | 9. Maryland |
| 4. Delaware | 10. Massachusetts |
| 5. Hawaii | 11. New Hampshire |
| 6. Indiana | 12. New Jersey |

- | | |
|--------------------|-------------------|
| 13. New York | 20. Utah |
| 14. North Carolina | 21. Vermont |
| 15. Ohio | 22. Virginia |
| 16. Oklahoma | 23. Washington |
| 17. Pennsylvania | 24. West Virginia |
| 18. Rhode Island | 25. Wisconsin |
| 19. South Dakota | |

Saint Leo College is accredited by the Southern Association of Colleges and Schools and a graduate who has planned appropriately may obtain certification for teaching by submitting his transcript for evaluation by the certification department of the state in which he plans to teach.

Prospective guidance counselors are advised to prepare for regular teacher certification since a minimum of two years of teaching experience is ordinarily required for school counseling.

Teacher Education Program

The Teacher Education Program is designed to prepare prospective teachers in their selected area. All students who expect to enter the teaching profession must secure formal acceptance in the Teacher Education Program. Application for admission should be made in the student's sophomore year, or, in the case of junior college graduates or transfer students, during the first semester in residence.

Requirements for Admission to the Teacher Education Program

1. Completion of at least 60 semester hours.
2. Over all G.P.A. of 2.0.
3. Completion of application form.
4. Approval of Teacher Education Program selection committee.

Admission to the Internship (EN 410)

Application for Internship should be made early in the semester preceding the intern semester. The deadline for applications for the Fall Semester is February 15th of the previous term; application for Internship in the Spring Semester must be made by October 1st of the preceding term.

Requirements for Admission to the Internship

1. Admission to the Teacher Education Program.
2. Overall G.P.A. of 2.0.
3. G.P.A. of 2.5 in Teacher Education Program courses.
4. Approval of Intern Supervisor.

Elementary Education

The Teacher Education Program in Elementary Education is designed for students who plan to teach in the elementary grades. Required for a concentration in Elementary Education are the following courses: EN 110, 112, 210, 221, 225, 227, 232, 310, 321, 323, 328, 334, 328, 410, 450, 499; MC 325; ART 326; and PHE 223.

Selection of electives should be made only after examination of requirements for certification in the state or states in which the student plans to teach.

Special Education

Students who intend to work in the area of exceptional child education with the trainable or educable mentally retarded may elect the concentration in Special Education offered in the Teacher Education Program. It is possible for a student who plans his college coursework with care to complete the requirements for a concentration in elementary education and in special education, since there is overlap in the course requirements for the two concentrations.

Required for a concentration in Special Education are the following courses: EN 110, 112, 210, 221, 227, 232 or 422, 310, 321, 323, 334, 404, 406, 407, 408, 450, 410, 499; SPH 223, 321 and one of the following: EN 225, 328; PHE 329; ART or MC 325.

Reading

The Teacher Education Program in Reading is designed for the student who intends to teach reading in either the elementary or secondary level, or who wishes to enhance his training in elementary or secondary education with a reading specialization. Required for a concentration in Reading are the following courses: EN 110, 112, 210, 221, 232, 310, 321, 323, 334, 410, 433, 434, 436, 450, 499, and SPH 223.

Secondary Education

Students who plan their teaching at the junior or senior high school level (grades seven through twelve) elect a concentration in their chosen subject field. Secondary Education Certification may be obtained in the following areas: Business Education, Chemistry, English, Biology, French, German, Spanish, Mathematics, Psychology, Sociology, Theatre.

In addition, the following courses from the Division of Creative Teaching are required: EN 112, 221, 321, 323, 410, and 489. The student must be admitted to the Teacher Education Program before enrolling in EN 321. Application to the Teacher Education Program should be made early in the second semester of the student's sophomore year.

Music (K-12)

The Teacher Education Program in Music for grades kindergarten through twelve is intended for the student who wishes to teach music in elementary and/or secondary schools. The student must complete the requirements for a concentration in Music Education. In addition, required education courses are as follows: EN 112, 221, 321, 323, and 410. The student must be admitted to the Teacher Education Program before enrolling in EN 321. Application to the Teacher Education Program should be made early in the second semester of the student's sophomore year.

Art (K-12)

The student in the Teacher Education Program may select a concentration in Art for grades kindergarten through twelve by fulfilling the requirements for a concentration in Art Education and completing the following education courses: EN 112, 221, 321, 323, and 410. The student must be admitted to the Teacher Education Program before enrolling in EN 321. Application to the Teacher Education Program should be made early in the second semester of the student's sophomore year.

Physical Education

Required courses for a concentration in Physical Education (K-12): PHE 101, 102, 205, 206, 305, 306, 121, 221, 223, 321, 325, or 327 for men, 323 for women, 329, 423, plus

one Physical Education elective; BLY 220; and EN 112, 221, 321, 323, 450, and 499. People desiring to complete an approved teacher education program must take EN 410. The student must be admitted to the Teacher Education Program before enrolling in EN 321. Application to the Teacher Education Program should be made early in the second semester of the student's sophomore year.

Junior college graduates must take one year of Concentrators Activities. No Basic Physical Education Required.

Education

EN 110 Internship: Non-Instructional **2 credits**

Prerequisite: Approval of Chairman.

A planned apprenticeship program including work in the schools and on-campus seminars. Provides for supervised activities in public and private schools, including clerical, procedural, and audio-visual duties in the classroom.

EN 111 Reading Improvement **3 credits**

Prerequisite: Admission by permission of Reading Specialist only.

Designed to help the student improve his basic reading and study skills. Includes classroom instruction and laboratory practice in developing vocabulary, comprehension, and rate of reading as well as listening, notetaking, and other study skills.

EN 112 Foundations of Education **3 credits**

Survey of the theories and practices which have affected the institution of the school; exploration of the historical and sociological issues of education and their influence on the individual. Individualization of instruction in the identification of the student's own potential as a future educator.

EN 210 Internship: Instructional **2 credits**

Prerequisite: Approval of Chairman.

A planned apprenticeship program providing for supervised activities in schools and on-campus seminars. Students are assigned to classrooms and schools for activities permitting them to interrelate with students and teachers in the areas of student instruction and supervision.

EN 221 Human Growth and Development* **3 credits**

A longitudinal study of human development, considering the emotional, physical, social, and intellectual factors of growth from a psychological approach.

EN 225 Social Studies in the Elementary School **3 credits**

The examination of teaching strategies in the development of a social studies program. Topics include a study of current trends in social studies instruction, procedures in developing a social studies program, developing a concept, preparing the student for social instruction, developing tests, using resources, developing materials for resources and methods of formal and informal instruction.

EN 227 Mathematics in the Elementary School **3 credits**

A study of methods and problems in the teaching of mathematics in the elementary school. Topics include: developing number concepts, examination of the algorithms in relation to common errors made by students, diagnosing areas of difficulties of

* Basis Studies Course

EN 404 The Exceptional Child**3 credits***Prerequisite:* EN 221.

Study of various exceptionailities and their incidence; includes etiology and identification of classifications of exceptionailities and relevant sociological, philosophical, and psychological implications for education.

EN 406 Curriculum and Methods for the Educable Mentally**3 credits****Retarded***Prerequisite:* EN 404.

Study and analysis of curriculum, methods and materials for the educable mentally retarded with regard to physical, intellectual, academic, occupational, personal, and social development.

EN 407 Curriculum and Methods for the Trainable Mentally**3 credits****Retarded***Prerequisite:* EN 404.

Study of existing methods, curriculum, and materials in the instruction of the trainable mentally retarded. Includes areas of self-help and socialization, music, arithmetic, and the arts.

EN 408 Educating the Mentally Retarded for Modern Society**3 credits***Prerequisite:* EN 404.

Study of the basic activities and functions in and out of the home to enable the mentally retarded child to achieve self-sufficient behaviors.

EN 410 The Internship**12 credits***Prerequisite:* EN 323 and Approval of Chairman.

A 300-hour observation and participation experience in the classroom, taken in either semester of the student's senior year. Requires time block from 8:00 a.m. to 3:30 p.m. for one semester. (\$25.00 fee; student provides own transportation.)

EN 422 Educational Media**3 credits***Prerequisite:* EN 321.

Consideration of concepts related to learning via multiple educational media. Development of skills in preparation and operation of media, including selection, utilization, and care of audiovisual materials and equipment.

EN 429 Advanced Independent Study and Research**3 credits***Prerequisite:* Approval of Chairman.

Designed to allow the student to pursue in-depth a problem or research topic related to his particular professional goal or interest.

EN 433 Diagnosis of Reading Disabilities**3 credits***Prerequisite:* EN 334.

Investigation of research concerning causes of reading disability; study of diagnostic procedures, techniques and materials, integration of test data in written reports including recommendations for remediation.

EN 434 Remediation of Reading Disabilities**3 credits***Prerequisite:* EN 433.

Investigation of materials and methods employed in the remediation of moderate to severe reading disabilities; tutoring and preparation of case studies.

EN 436 Practicum in Reading**3 credits***Prerequisite:* EN 434.

Clinical diagnosis of students with reading disabilities; tutoring and preparation of case studies.

Physical Education

EN 450 Foundations of Measurement and Evaluation

3 credits

Prerequisite: EN 221 or PSY 121.

Study of the principles of psychometrics, review and appraisal of psychological and educational tests with emphasis on educational diagnosis and interpretation; construction of tests of educational outcomes. Sections will be offered for both physical education and education majors.

EN 460 Individualizing Instruction

3 credits

Examination and application of various techniques designed to individualize programs of instruction for students. Includes theory, practice, and application of techniques in the classroom, both elementary and secondary. Course work designed for discussion and independent, programmed, and individually oriented study.

EN 470 Evaluation of Educational Programs

3 credits

Prerequisite: EN 321.

Study of systematic methods of collecting data descriptive of outcomes of school programs and the assignment of value to the data. Questionnaires, interview guides, and observation will be studied; students will construct, apply and assign value to instruments used in program evaluation procedures.

EN 472 Theory and Practice of Curriculum Development

3 credits

Prerequisite: EN 323.

Study of the theoretical bases in the development of school curricula; examination and analysis of current curriculum practices and issues and their effect upon the learning process.

EN 489 Special Methods of Teaching Secondary Subjects

3 credits

Prerequisite: EN 323.

To be taken concurrently with the Internship by students intending to teach at the secondary level. Study of methods and processes specific to the student's teaching area. Provides a laboratory experience for prospective secondary teachers with focus on teacher effectiveness and the facilitation of concept attainment and responsible behavior.

EN 499 Senior Seminar

3 credits

Prerequisite: EN 323.

To be taken concurrently with the Internship. A seminar approach to the problems of the professional teacher. Topics covered relate to the interest and concerns of the students. Sections will be offered for both physical education and education majors.

Physical Education

PHE 101-102

1 credit each

Functional course required of all students consisting of lectures and activity participation.

PHE 201-202 Swimming

1 credit each

Prerequisite: PHE 102.

Required of all students except those unable to take it for physical causes or those that are capable of passing proficiency tests in one or both courses. 201 — Beginning Swimming. 202 — Intermediate and Advanced Swimming.



PHE 203-204 1 credit each

Prerequisite: PHE 102.

Designed for students unable to take PHE 201-202 for physical causes.

PHE 301-302 1 credit each

Prerequisite: PHE 202.

Required of all students except those unable to take it for physical reasons. Each student selects and engages in individual sports and recreational activities from the following: golf, tennis, archery, bowling, handball, weightlifting, fencing, karate, horsemanship, sailing, senior life saving and waterfront instruction.

PHE 303-304 1 credit each

Prerequisite: PHE 204.

Designed for students unable to take PHE 301-302 for physical causes.

PHE 205-206; 305-306 Concentrators Activities 2 credits each

Prerequisite: PHE 101-102.

A two year sequence of activities emphasizing instruction in performance instructional and officiating skills and techniques for physical education concentrators. Substitute for PHE 201-202 and 301-302.

PHE 121 Introduction to Physical Education 3 credits

An introduction to the basic preparation and knowledge needed for the professional program. The course includes information and facts about the physical education profession and related areas of career opportunities. It serves as reinforcement of general knowledge related to specific areas of Physical Education.

Physical Education

PHE 221 Principles of Physical Education

3 credits

Prerequisite: PHE 121, sophomore standing.

Contemporary theory and practice in physical education, emphasis on history, philosophy and objectives.

PHE 223 Physical Education in the Elementary School

3 credits

Prerequisite: PHE 221, sophomore standing.

Designed for elementary education concentrators and those physical education concentrators who may teach in the elementary schools. Emphasis is on skills needed by the teacher and reference materials and equipment used. Observation and participation in elementary schools.

PHE 321 Physical Education in the Secondary School

3 credits

Prerequisite: PHE 221, junior standing.

An in-depth study of the role and responsibility of the physical education teacher in relation to the student and to the program in secondary school systems. Practical work in the freshman functional program is a partial requirement.

PHE 323 Team Sports and Games for Women

3 credits

Prerequisite: PHE 221, junior standing.

The principles and practices of coaching and teaching women's sports, including fundamentals and skills.

PHE 325 Coaching Football and Track

3 credits

Prerequisite: PHE 221, junior standing

For Men. The principles and practices of coaching football and track, emphasizing the development of a philosophy of coaching, and the general mental and physical training of an athlete.

PHE 327 Coaching Basketball and Baseball

3 credits

Prerequisite: PHE 221, junior standing.

For men. The principles and practices of coaching basketball and baseball, emphasizing the development of a philosophy of coaching, and the general mental and physical training of an athlete.

PHE 329 Adaptive Physical Education

3 credits

Prerequisite: PHE 221; BLY 220; junior standing.

Theory and practice in developing physical education programs for temporarily disabled and for those students who can seldom, or never, take an active part in regular physical education programs.

PHE 421 Recreational Leadership and Administration

3 credits

Prerequisite: PHE 321, junior standing.

The history, practices, policies, leadership, and supervision of school and community playgrounds, centers and campuses. Special emphasis on study of student leadership.





THE DIVISION OF LANGUAGE AND LITERATURE

The Division of Language and Literature provides the student the basic communication skills necessary for successful completion of his college career. In composition the student learns to read intelligently, to think logically, and to write effectively; in modern foreign languages, he acquires a proficiency in speaking another language and at the same time is led to a greater knowledge of the nature of language in general; in literature, he studies the uses of language as art.

The Division offers concentrations in English, Spanish, French, and German. The foreign language concentration, however, demands that the student spend his junior year in residence at an approved college or university abroad.

Students who plan to teach the above subjects in secondary school should complete as electives the professional courses in Education prescribed by the Division of Creative Teaching in addition to all the courses required in their concentrations.

English

Required courses for a concentration in English: EH 221, 222, 223, 224, 422, and 499. In addition the concentrator must elect, in consultation with his advisor, the following courses: one from EH 419 or 420; two from EH 321, 425, 427, or 431; and three other English courses to meet the minimum 36-hour requirement for the concentration.

Students who plan to teach English in secondary schools must complete the following courses: EH 221, 222, 223, 224, 323, 326, 422, 433, 499, SPH 221, upper division

English

electives to meet the minimum 36-hour requirement, and additional courses in Education as advised.

English concentrators may also become certified in Florida to teach speech upon completion of the following additional courses: SPH 221, 223, 327, 331.

EH 111 Vocabulary Building

3 credits

A course designed to increase the student's effective vocabulary. The course emphasizes Greek, Latin, and Anglo-Saxon prefixes, roots, and suffixes; but no knowledge of Greek or Latin is necessary. Three hours per week.

EH 121 Composition*

3 credits

Required of all freshmen. The techniques of effective writing, logical thinking, and intelligent reading, with special emphasis on expository writing. Three hours per week.

EH 121S Composition for Native Speakers of Spanish*

3 credits

The same course as EH 121 except that transformational grammar is used to compare English and Spanish, and increased emphasis is placed on English idiomatic usage. Three hours per week.

EH 122 Composition and Literature*

3 credits

Prerequisite: EH 121

Required of freshmen. A continuation of EH 121. Expository writing based on analytical study of literary genres. Three hours per week.

EH 221 Survey of English Literature I*

3 credits

Prerequisite: EH 122

An introduction to the poetry, prose, and drama of English literature from the beginnings through the Restoration. Three hours per week.

EH 222 Survey of English Literature II*

3 credits

Prerequisite: EH 122.

An introduction to English literature from the Eighteenth Century to World War I. Three hours per week.

EH 223 Survey of American Literature I*

3 credits

Prerequisite: EH 122.

An introduction to American literature from the colonial writers through the romantics: Edwards, Taylor, Hawthorne, Poe, Emerson, Thoreau, Melville. Three hours per week.

EH 224 Survey of American Literature II*

3 credits

Prerequisite: EH 122

An introduction to American literature from the realists to the writers of the 'Twenties and after: Whitman and Twain through O'Neill and Hemingway. Three hours per week.

EH 225 World Literature I*

3 credits

Prerequisite: EH 122.

A survey of the literature of the Western World in translation, from the ancient through the Renaissance periods. Three hours per week.

*Basic Studies Course

EH 226 World Literature II*	3 credits
<i>Prerequisite:</i> EH 122.	
A survey of the literature of the Western World in translation, including the neoclassical, romantic, realistic, naturalistic, and modern periods. Three hours per week.	
EH 227 Basic Journalistic Writing	3 credits
<i>Prerequisite:</i> EH 122.	
Basic theories and procedures in collecting and writing news. (Course offered on demand only.) Three hours per week.	
EH 317 Black American Literature*	3 credits
<i>Prerequisite:</i> None.	
A study of major black American authors, with emphasis on Langston Hughes, Richard Wright, Ralph Ellison, James Baldwin, and LeRoi Jones. (Offered 1973 and alternate years.) Three hours per week.	
EH 321 The English Novel*	3 credits
<i>Prerequisite:</i> EH 122.	
The historical development of the English novel of the Eighteenth and Nineteenth Centuries. (Offered 1973 and alternate years.) Three hours per week.	
EH 322 World Drama*	3 credits
<i>Prerequisite:</i> EH 122.	
A survey of representative plays in the historical development of dramatic literature from Aeschylus to Samuel Beckett. (Offered 1973 and alternate years.) Three hours per week.	
EH 323 History and Structure of the English Language*	3 credits
<i>Prerequisite:</i> EH 122.	
An eclectic approach to the history of the English language through discussions of phonology, morphology, syntax, and vocabulary of the language. (Offered 1973 and alternate years.) Three hours per week.	
EH 325 Fiction Writing*	3 credits
<i>Prerequisite:</i> EH 122.	
Technique in writing fiction: plot, characterization, point of view, setting, and style. Evaluation of student writing in individual conferences. May be taken twice for credit. Three hours per week.	
EH 326 Advanced Composition*	3 credits
<i>Prerequisite:</i> EH 122.	
Advanced prose composition in description, narration, argumentation, and exposition, with emphasis on rhetorical and stylistic techniques. Three hours per week.	
EH 327 Writers' Workshop*	1-3 credits
<i>Prerequisite:</i> EH 122.	
Imaginative writing in fiction, nonfiction, poetry, and drama; evaluation by the departmental faculty and the students enrolled in the course. May be taken twice for credit. Three hours per week.	
EH 417 Studies in American Literature	3 credits
<i>Prerequisite:</i> EH 223 or 224.	
Specialized study in American literature: selected literary figures or period. (Offered 1974 and alternate years.) Three hours per week.	

* Basic Studies Course

EH 419 English Drama	3 credits
<i>Prerequisite:</i> EH 221 or 222.	
A survey of exemplary texts from Medieval, Renaissance (exclusive of Shakespeare), Restoration, and Eighteenth and Nineteenth Century English drama. Three hours per week.	
 EH 420 Medieval English Literature	3 credits
<i>Prerequisite:</i> EH 221 or 222.	
A study of Old and Middle English writers, with emphasis on Chaucer. (Offered 1973 and alternate years.) Three hours per week.	
 EH 422 Shakespeare*	3 credits
<i>Prerequisite:</i> EH 122.	
Selected sonnets, comedies, histories, and tragedies, with consideration of Shakespeare's dramaturgical development. Three hours per week.	
 EH 425 Seventeenth-Century English Literature	3 credits
<i>Prerequisite:</i> EH 221 or 222.	
A study of English literature from Donne to Milton and Bacon to Hobbes, including Cavaliers, Puritans, and Divines. (Offered 1973 and alternate years.) Three hours per week.	
 EH 427 Restoration and Eighteenth Century English Literature	3 credits
<i>Prerequisite:</i> EH 221 or 222.	
A study of the literature of the Neoclassical period, with emphasis on Dryden, Swift, Pope, Addison and Steele, Johnson, and Boswell. (Offered 1974 and alternate years.)	
 EH 429 Individual Study	3 credits
<i>Prerequisite:</i> Approval of Divisional Chairman.	
Directed study in special projects.	
 EH 431 Nineteenth Century English Literature	3 credits
<i>Prerequisite:</i> EH 221 and 222.	
A study of the poetry and prose of the Romantic and Victorian eras exclusive of the novel. (Offered 1974 and alternate years.) Three hours per week.	
 EH 433 Modern British and American Writers	3 credits
<i>Prerequisite:</i> EH 221, 222, 223, or 224.	
A study of selected poetry and fiction by British and American writers since 1900. Three hours per week.	
 EH 435 Literary Criticism	3 credits
<i>Prerequisite:</i> Approval of instructor.	
Principles and methods of literary criticism; application of critical methods to works by representative writers. (Offered 1974 and alternate years.) Three hours per week.	
 EH 439 Selected Topics in English*	3 credits
<i>Prerequisite:</i> EH 122.	
A variable content course in theme or genre, with content to be determined by student and instructor interest. Such topics as current fiction, current drama, the role of the hero, and science fiction may be offered. Three hours per week.	
 EH 499 Senior Seminar	3 credits
<i>Prerequisite:</i> Senior standing.	
Required of concentrators in English one semester of the senior year. Specialized study in English or American literature: selected literary figure or period. One three hour discussion per week.	

Foreign Languages

Students who concentrate in French, German, or Spanish must pursue in their junior year a program of study in an approved college or university abroad. Required courses for a concentration in the Junior Year Abroad Program ordinarily will include two years of pre-college studies in the selected language, twelve hours of college language courses before the junior year, a minimum of thirty hours in a foreign college or university during the junior year, FLE 431, and FLE 499.

FLE 111-112 Elementary Foreign Language* 3 credits each
 (French, German, Spanish)

A course designed to develop the basic skills of aural comprehension, speaking, reading, and writing. Three hours of class and a minimum of two hours of laboratory per week.

FLE 211-212 Intermediate Foreign Language* 3 credits each
 (French, German, Spanish)

A course designed to enable the student to communicate directly with a native speaker, to read with direct understanding, and to acquire basic knowledge about the culture of the respective country and its people. Three hours per week.

FLE 223-224 Composition and Conversation 3 credits each
 (French, German, Spanish)

Prerequisite: FLE 212.

A course in vocabulary expansion, self-expression through writing, and a wide range of idiomatic usage in conversation. Three hours per week.

FLE 319 Advanced Grammar (Spanish) 3 credits

Prerequisite: FLE 224.

A study of the parts of speech, syntax, the function of the verb, and idiomatic usage in conversation. Three hours per week.

FLE 324 Phonetics (French, Spanish) 2 credits each

Prerequisite: FLE 212.

An analysis of modern speech patterns using phonetic symbology and drills to improve fluency and aural acuity. Two hours per week.

FLE 325-326 Survey of Spanish Literature 3 credits each

Prerequisite: FLE 212 or waiver.

The course traces the literary evolution of Peninsular Spanish from the Middle Ages to the present as related to social, cultural, and historical developments. Three hours per week.

FLE 329 Individual Study 1-3 credits

(French, German, Spanish)

Prerequisite: Approval of the Foreign Language Coordinator.

Directed study in special projects.

FLE 331 Twentieth Century European Literature in Translation 3 credits each

(French, German, Spanish)

Prerequisite: EH 122.

Major figures and movements in European literature of this century. French: Camus, Claudel, Ionesco, Proust, Sartre, Valery. German: Brecht, Hesse, Kafka, Mann,

* Basic Studies Course

Speech

and postwar figures. Spanish: Benavente, Cernuda, Garcia Lorca, Ganivet, Unamuno, Valle-Inclan.

FLE 333-334 Readings in Contemporary Literature (French, Spanish)	3 credits each
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Prerequisite: FLE 224 or equivalent.

A course designed to acquaint students with selected writings of the Twentieth Century. An understanding of textual criticism is developed. Three hours per week.

FLE 335-336 Survey of Spanish-American Literature	3 credits each
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Prerequisite: SH 212 or waiver.

A study of selected works from the Seventeenth to the Twentieth Century.

FLE 431 Advanced Literature Survey (French, German, Spanish)	3 credits each
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Prerequisite: FLE 334 or junior year abroad.

Based on the method of textual analysis, the course emphasizes a specific literary period or genre. Three hours per week.

FLE 499 Senior Seminar (French, German, Spanish)	3 credits each
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Prerequisite: FLE 431 or junior year abroad.

Critical examination of assimilated material coordinating literary trends with the motivating forces behind them.

Speech

No concentration in speech is offered. English concentrators, however, may become certified in Florida to teach speech as well as English by completing the following courses: SPH 221, 223, 327, 331.

SPH 221 Fundamentals of Speech*	3 credits
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Study of the fundamental principles of public speaking, including practice in the preparation and delivery of extemporaneous speeches. Three hours per week.

SPH 223 Phonetics and Articulation*	3 credits
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Study of the scientific bases of voice and speech; analysis of the phonetic structure of our speech and language through application of the International Phonetic Alphabet. Three hours per week.

SPH 321 Introduction to Speech Disorders	3 credits
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Prerequisite: SPH 223.

The nature, causes, and treatment of certain speech disorders, such as defective articulation, stuttering, cleft palate, and voice disorders. (Course offered on demand only.) Three hours per week.

SPH 322 Advanced Public Address	3 credits
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Prerequisite: SPH 221.

Study and practice in the preparation and presentation of various public address forms: impromptu, extemporaneous, memory, and manuscript reading. (Course offered on demand only.) Three hours per week.

* Basic Studies Course

SPH 327 Oral Interpretation

3 credits

Prerequisite: SPH 221.

The theory and practice of interpreting representative forms of literature for oral delivery. Three hours per week.

SPH 331 Discussion and Debate

3 credits

The study and application of reasoning and evidence as used in public deliberation. Three hours per week.

THE DIVISION OF NATURAL SCIENCE AND MATHEMATICS

The Division of Natural Science and Mathematics deals with the nature of the universe about us and the methods employed to discover the laws underlying the observed phenomena.

Concentrations in Biology, Chemistry, and Mathematics are offered by the Division. Students who plan to teach in the secondary school in the above areas should complete as electives the professional courses in Education prescribed by the Division of Creative Teaching in addition to all the courses required in their concentrations.

Pre-Professional Program

Courses applicable to pre-medical, pre-dental, pre-veterinary science, pre-pharmacy, pre-medical technology, and pre-engineering are designed for students interested in beginning their course work at Saint Leo College. Variations in course requirements for these areas are made to conform to the requirements of the college the student will attend to complete his academic work. For guidance within these pre-professional programs, students should confer with the Divisional Chairman.

Astronomy

ATY 121 Introduction to Astronomy*

3 credits

A descriptive survey of astronomy to include such topics as the solar system and its exploration, the galaxies, theories on the structure and evolution of the universe, and a short history of astronomy. Observational work on the moon, planets and the constellations is included. Four hours per week.

Biology

A concentration in Biology is designed as preparation for graduate study, teaching in the secondary schools, and for professional schools of medicine, dentistry, veterinary science, nursing, medical technology, and physical therapy.

A minimum of 36 credits in biology is required for a concentration. This must include BLY 123, 221, 222, 223. Also required are CY 123, 124, 221, and 222; MS 123 and 124. PS 123 and 124 are recommended.

BLY 121 Introduction to Biology *

3 credits

For non-science concentrators only. A basic, general, and coordinated study of the world of living things of which man himself is the most important. The course is divided into four general topics: the cell, the structure and function of the human body, a survey of the plant and animal kingdoms, and the principles of inheritance. Four hours per week.

*Basic Studies Course

BLY 123 Cell Biology*	4 credits
A study of the anatomy and physiology of the plant and animal cell, including all the life processes, cell division, cell differentiation, and development of the primary embryonic tissues. Three lectures and one three hour laboratory per week.	
BLY 220 Human Anatomy and Physiology*	3 credits
Required of students concentrating in physical education. Functional anatomy and physiology with emphasis on the central nervous, muscular, appendicular, and endocrine systems. Three lectures per week.	
BLY 221 Invertebrate Zoology	4 credits
<i>Prerequisite:</i> BLY 123.	
A study of the main characters of the principal invertebrate phyla, including general trends in the development of body systems, behavior and adaptations to particular modes of life. Three lectures and one three hour laboratory per week.	
BLY 222 Vertebrate Zoology*	4 credits
A study of the structure, physiology, reproduction, ecology, behavior, and evolution of the vertebrates. Three lectures and one three hour laboratory per week.	
BLY 223 Botany*	4 credits
Survey of the plant kingdom. Study of the structure, life processes, reproduction and evolutionary relationships of plants. Local flora serve as a basis for taxonomic studies. Three lectures and one three hour laboratory per week.	
BLY 321 Vertebrate Embryology	4 credits
<i>Prerequisite:</i> BLY 123.	
Elective for biology concentrators. Development of the frog, the chicken and the pig. Three lectures and one three-hour laboratory per week.	
BLY 322 Comparative Vertebrate Anatomy	4 credits
<i>Prerequisite:</i> BLY 123.	
Elective for biology concentrators. Comparative study of the vertebrate groups with particular reference to the phylogenetic development. Three lectures and one three-hour laboratory per week.	
BLY 323 Introduction to Taxonomy	4 credits
<i>Prerequisite:</i> BLY 223.	
A study of the principal families of the angiosperms including phytography and its terminology, the construction and use of keys, nomenclature, concepts of taxa, and a survey of taxonomic literature. Three lectures and one three hour laboratory per week.	
BLY 325 Bioecology	3 credits
<i>Prerequisite:</i> BLY 121 or 123.	
Recommended as an elective for students concentrating in Elementary Education. Principles of ecology based on field studies of local plant and animal communities. Three lectures per week.	
BLY 329 Independent Study and Research	1-3 credits
<i>Prerequisite:</i> Department approval.	
Independent study and undergraduate research.	

* Basic Studies Course

Chemistry

BLY 421 Modern Genetics	4 credits
Prerequisites: BLY 123 and CY 222 or consent of the instructor.	
Principles of genetics (evolutionary and biochemical) dealing with the molecular nature of heredity determinants. Three lectures and one three hour laboratory per week.	
 BLY 423 Biochemistry	4 credits
Prerequisite: CY 222.	
A fundamental course in biochemistry, including carbohydrates, lipids, proteins, enzymes, hormones, and certain metabolic intermediates. Three lectures and one three hour laboratory per week.	
 BLY 424 Parasitology	4 credits
Prerequisites: BLY 123, 221.	
A study of the more important protozoan, helminth and arthropod parasites including their taxonomy, morphology, physiology, pathogenesis, and treatment. Special emphasis will be placed upon human parasites. Three lectures and one three hour laboratory per week.	
 BLY 425 Bacteriology	4 credits
Prerequisite: BLY 123 and CY 124.	
A study of the non-pathogenic bacteria, their structure, physiology and metabolism. Three lectures and one three hour laboratory per week.	
 BLY 429 Advanced Independent Study and Research	1-3 credits
Prerequisite: Departmental approval.	
 BLY 499 Senior Seminary in Biology	1 credit
Prerequisite: Senior standing and departmental approval.	

Chemistry

A concentration in chemistry is designed as preparation for graduate study, for teaching in secondary schools, for civil service positions, or for careers as professional chemists in industry.

Required courses for a concentration in Chemistry: CY 123, 124, 221, 222, 321, 421, 422, 424, and two other courses in chemistry to meet the minimum of 36 hours for a concentration. Also required are MS 123, 124, 221, and 222; PS 123, and 124. The degree granted will be a B.A. in Chemistry.

In addition, those contemplating careers as professional industrial chemists are required to take CY 324, 325, 326, 327, 426, 431, 432; MS 328 and ECS 327. The degree granted for the latter will be a B.S. in Industrial Chemistry.

CY 121 Environmental Chemistry*	3 credits
This course discusses the problems of air, water, and land pollution and the chemical basis for approaches to cleaning the environment. A brief discussion of the fundamentals of chemistry is provided to serve as a basis for understanding the chemical aspects of the environmental problems. Four hours per week.	

* Basic Studies Course

CY 123 General Chemistry I***4 credits**

Required of students concentrating in science. A beginning course in chemistry. Fundamental laws and theories, including atomic and molecular structure. The periodic law, gas laws, mass and energy relationships, chemical equilibrium and other topics. Three lectures and one three hour discussion laboratory per week.

CY 124 General Chemistry II**4 credits**

Prerequisite: CY 123.

A continuation of general chemistry with qualitative analysis. Three lectures and one three-hour discussion laboratory per week.

CY 221 Organic Chemistry I**4 credits**

Prerequisite: CY 124.

Fundamental principles of organic chemistry. Laboratory includes qualitative analysis. Three lectures and one four hour laboratory per week.

CY 222 Organic Chemistry II**4 credits**

Prerequisite: CY 221

Continuation of CY 221. Three lectures and one four hour laboratory per week.

CY 321 Quantitative Analysis**4 credits**

Prerequisites: CY 124 and MS 124.

Theoretical principles and laboratory techniques involved in quantitative determination of inorganic compounds. Determinations include acidimetry, alkalimetry, oxidometry, iodometry, and gravimetry. Two lectures and two three hour laboratories per week.

CY 323 Elementary Physical Chemistry**4 credits**

Prerequisites: CY 124 and MS 124.

Not for students concentrating in chemistry. Designed specifically for premedical and dental students. A general course in physical chemistry. Three lectures and one three hour discussion laboratory per week.

CY 324-325 Industrial Chemistry**4 credits each**

Prerequisite: CY 222.

Designed to acquaint the student with the type of work and the chemistry performed in major chemical-oriented industries. The chemistry of petroleum products, plastics, textiles, rubber, adhesives and coatings, soaps and detergents, agricultural chemicals, food, and control of environmental pollutants will be discussed.

CY 326-327 Engineering for Industrial Chemists**3 credits each**

Prerequisites: CY 222 and MS 221.

Stoichiometry, material balances, energy balances, and their application to chemical processes. Fluid flow, heat transfer, diffusion processes and their application to such unit operations as absorption, distillation, extraction, drying, etc. A thorough grounding in engineering terminology to foster effective communication between chemist and engineer.

CY 329 Independent Study and Research**1-3 credits**

Prerequisite: Departmental approval.

Independent study and undergraduate research.

* Basic Studies Course

Mathematics

CY 421 Physical Chemistry I	4 credits
Prerequisites: CY 321, PS 124, and MS 222.	
Properties of gases, kinetic theory, elementary thermodynamics, solutions, colloids, electrochemistry, homogenous and heterogenous equilibria. Three lectures and one four hour laboratory per week.	
CY 422 Physical Chemistry II	4 credits
Prerequisite: CY 421.	
Continuation of CY 421. Three lectures and one four hour laboratory per week.	
CY 423 Biochemistry	4 credits
Prerequisite: CY 222.	
A fundamental course in biochemistry, including carbohydrates, lipids, proteins, enzymes, hormones, and certain metabolic intermediates. Three lectures and one four hour laboratory per week.	
CY 424 Inorganic Chemistry	3 credits
Prerequisite: CY 422.	
The study of modern theories of atomic molecular structure, inorganic reaction mechanisms, complexes and inorganic stereo-chemistry. Three lectures per week.	
CY 425 Instrumental Analysis	3 credits
Prerequisite: CY 421.	
Theory and practice of instrumental methods of chemical analysis. Two lectures and one three hour laboratory per week.	
CY 426 Industrial Chemistry Project Development	3 credits
An independent study to develop a program leading to a new product or process. This would involve consideration of economic incentive, such as potential market, price and cost of the product, or the type and extent of research effort, of manufacturing and marketing strategies. The course simulates a situation in which professional industrial chemists propose a new research program to management.	
CY 429 Advanced Independent Study and Research	1-3 credits
Prerequisite: Departmental approval.	
CY 431-432 Technical Communication	1 credit each
A course to prepare students to write and present technical reports. Progress and summary reports of the type required in industrial chemistry programs will be stressed.	
CY 499 Senior Seminar in Chemistry	1 credit
Prerequisite: Senior standing.	
For those students concentrating in Industrial Chemistry oral presentation of the project developed in CY 426 to the class and instructors, simulating the role of research managers is required analogous to a defense of the thesis.	

Mathematics

A concentration in Mathematics is designed as preparation for graduate study, for teaching in the secondary schools, for civil service, industry, and many other fields which make considerable use of mathematics.

Required courses for a concentration in Mathematics: MS 123, 124, 221, 222, 223, 325, 326, 423, 424, 431, PS 123 and 124 or PS 221 and 222. Required courses for

a concentration in Mathematics-Education: MS 123, 124, 220, 221, 222, 223, 325, 326; PS 123 and 124 or PS 221 and 222; EN 112, 221, 321, 323, 410, and 489.

MS 107-108 College Algebra and Introductory

Trigonometry I and II*

2 credits each

Basic concepts and fundamentals of arithmetic, algebra, and trigonometry for students with inadequate preparation for MS 123. The course content is the same as that of MS 123, but it is offered over two semesters. MS 107-108 constitute a unified sequence; therefore, 108 should be taken in the semester immediately following 107. Four hours per week.

MS 117 College Mathematics for Business Concentrators *

3 credits

Basic concepts of arithmetic and algebra arranged to suit the needs of students with a concentration in business administration. Special topics studied include probability, statistics, and linear programming. Four hours per week.

MS 121 Fundamental Concepts of Mathematics*

3 credits

An intuitive introduction to how, on what basis, and by what method mathematics is built. The concepts of set, function, and vector are used to develop and unify the topics of set theory, number system, algebra, Cartesian graphs, numeration, linear inequalities, scientific notation and the logarithmic, quadratic, trigonometric, and probability functions. Four hours per week.

MS 123 College Algebra and Introductory Trigonometry*

4 credits

Prerequisite: Adequate score on MS 123 placement test.

A study of the basic concepts and fundamentals of arithmetic, algebra, and trigonometry. Four hours per week.

**MS 124 Introductory Calculus with Trigonometry and
Analytic Geometry**

4 credits

Prerequisite: MS 123 or MS 107-108

Trigonometric functions of real numbers, trigonometric identities, plane analytic geometry, limits, derivatives, and integration of algebraic functions are considered with applications. Five hours per week.

MS 125 Introduction to Computers

3 credits

Prerequisite: Adequate score on aptitude test.

Algorithms, flow charts, and FORTRAN programming developed through sets of linear inequalities. Elementary logic. Boolean algebra, and switching circuits are considered. Three hours per week.

MS 221 Calculus and Analytic Geometry I

4 credits

Prerequisite: MS 124.

Derivatives and integration of trigonometric, exponential, logarithmic, and hyperbolic functions are established. Integration techniques, improper integrals, the chief theorems underlying the calculus, arc length curvature, parametric representations, and differentials are considered with applications. Five hours per week.

MS 222 Calculus and Analytic Geometry II

4 credits

Prerequisite: MS 221.

A study of polar coordinates, analytic geometry and vectors in 3 space, partial differentiation, and multiple integrals is made with application to physics, geometry, and related fields in wide variety. Five hours per week.

* Basic Studies Course

MS 320 College Geometry**3 credits***Prerequisite:* MS 123.

A study of Euclidean geometry with emphasis upon the modern development of basic concepts. Four hours per week.

MS 323 Infinite Series and Introductory Differential Equations**4 credits***Prerequisite:* MS 222

A study of infinite series and sequences, and differential equations including ordinary linear equations of first, second, and higher order, and series solutions for linear equations at ordinary and regular singular points is undertaken. Five hours per week.

MS 325 Introduction to Modern Algebra**3 credits***Prerequisite:* MS 124.

A study of mathematical systems, integers, rings, fields, integral domains, groups polynomials, isomorphism, and homomorphism with emphasis on the techniques of rigorous proof. Four hours per week.

MS 326 Introduction to Linear Algebra**3 credits***Prerequisite:* MS 325.

Determinants, matrix algebra, rank and equivalence, linear equations and linear dependence, vector spaces and linear transformations, and the characteristic equation of a matrix are studied in themselves and in order that their applications in special fields of interest may be seen. Four hours per week.

MS 328 Mathematics for Industrial Chemists**3 credits***Prerequisites:* MS 221 or equivalent.

A course aimed at intuitive understanding of: (1) meaning and applicability of principal probability distributions, statistical methods, and linear programming; (2) simulation, for analysis by computer, of statistic and deterministic processes.

MS 423 Advanced Calculus I**3 credits***Co-requisite:* MS 223.

The real number system, extensions of law of the mean, functions of several variables, partial differentiation, implicit-function theorems, transformations and mappings, vector fields, and multiple integrals are considered from a rigorous approach. Four hours per week.

MS 424 Advanced Calculus II**3 credits***Prerequisite:* MS 423.

A study of curves and surfaces, line and surface integrals, point set theory, fundamental theorems on continuous functions, the theory of integration, infinite series, improper integrals, and complex functions. Four hours per week.

MS 431 Special Topics in Mathematics**3 credits***Prerequisite:* MS 325 and department approval.

Through independent study or class instruction, students may pursue in depth a topic or series of topics of particular interest to them, such as probability and statistics, topology, functions of a complex variable, numerical analysis, etc. Classes meet four hours per week. May be repeated for credit.

MS 499 Senior Seminar in Mathematics**1 credit***Prerequisite:* Senior standing.

Physics

No concentration is presently offered in physics. However, sufficient courses are available to satisfy the related course requirements of other programs, and to form the basis for a program in science for teaching in the secondary school.

PS 121 Fundamental Concepts of Physics* 3 credits

A series of topics in physics is presented for students whose concentration is outside the Division of Science and Mathematics. Fundamental concepts and their impact on our culture and daily life are stressed. Topics are selected and organized around a variety of student interests and needs. Four hours per week.

PS 123 General Physics I 4 credits

Prerequisite: MS 123 or MS 107-108.

A study is made in depth of the fundamental concepts and laws of physics and their applications. Topics considered are mechanics, heat, and wave motion. Four meetings and one three hour laboratory per week.

PS 124 General Physics II 4 credits

Prerequisite: PS 123.

This is a continuation of PS 123 and includes: electricity, magnetism, optics, and nuclear physics, and modern physics. Four meetings and one three hour laboratory per week.

PS 221 General Physics with Calculus I 4 credits

Prerequisite: MS 124. *Co-requisite:* MS 221.

A rigorous study of the fundamental concepts and laws of physics is undertaken, making full use of the calculus. Topics included are mechanics, heat, and wave motion. Four meetings and one three-hour laboratory per week.

PS 222 General Physics with Calculus II 4 credits

Prerequisite: PS 221.

This is a continuation of PS 221, including electricity, magnetism, optics and modern physics. Four meetings and one three-hour laboratory per week.

PS 321 Introduction to Atomic and Nuclear Physics 4 credits

Prerequisite: PS 124.

This course is designed to introduce the student to the concepts and methods underlying the fields of quantum physics and relativity. Four meetings and one three hour laboratory per week.

* Basic Studies Course

THE DIVISION OF PHILOSOPHY AND THEOLOGY

Philosophy serves an important role in the total context of the educational program at Saint Leo College. It is through the problems studied in the program of philosophy that some fundamental questions concerning values inherent in human existence become more apparent. Coupled with the perspectives examined in the theology program, the student explores the vital issues of human endeavor.

A concentration in Philosophy is offered by the Division.

Philosophy

A concentration in Philosophy is designed as preparation for graduate study in philosophy and for teaching on the college level. It also may serve as a preparation for such professions as the ministry, law, and politics.

Required courses for a concentration in Philosophy: PY 431, 432, 433, 499 and any other courses to meet the minimum requirement of 30 hours.

100 and 200 level courses are designed for meeting the basic studies requirement for all students. 400 level courses are primarily for philosophy concentrators but are open to any qualified student with the permission of the instructor.

PY 121 Introduction to Philosophy* 3 credits

An introduction to some of the major issues involved in man's philosophical quest for wisdom; to provide an insight into the various perspectives from which these problems have been approached historically. Three hours per week.

PY 222 Philosophy of Man* 3 credits

A study of man, with particular emphasis on man as a dynamic subject, his freedom and his fundamental attitudes of hatred, indifference, love and justice. Three hours per week.

PY 223 Logic* 3 credits

A systematic inquiry into both Aristotelian and modern contributions to the science of logic, emphasizing the compatibility of traditional and symbolic logic. Three hours per week.

PY 224 Ethics* 3 credits

Concerns man's quest for happiness and the attainment of his ultimate end. Explores a range of value systems from that of Aristotelian-Thomism to existentialism and phenomenology. Three hours per week.

PY 225 Social Philosophy* 3 credits

A study of the social nature of man, with particular emphasis on individualism, socialism, and personation. Three hours per week.

PY 228 Business Ethics* 3 credits

A study of general principles, and an investigation of what the honorable businessman will do or refrain from doing from moral considerations. Research paper required on ethical practices in the conduct of business. Three hours per week.

* Basic Studies Course

PY 329 Independent Study and Research	3 credits
<i>Prerequisite:</i> Permission of Philosophy Coordinator.	
PY 331 American Philosophy	3 credits
<i>Prerequisite:</i> A 100 or 200 level PY course.	
The study and evaluation of the development of pragmatism in the figures of Peirce, James, and Dewey. Three hours per week.	
PY 332 Philosophy of Marx	3 credits
<i>Prerequisite:</i> A 100 or 200 level PY course.	
A positive but critical study of Marx's concept of man and his quest for authentic existence through work. Three hours per week.	
PY 333 Existentialism	3 credits
<i>Prerequisite:</i> A 100 or 200 level PY course.	
An analysis of the origins and basic theories of existentialism, including selections from the writings of Kierkegaard, Nietzsche, Heidegger, and Sartre. Three hours per week.	
PY 334 Philosophy of Science	3 credits
<i>Prerequisite:</i> A 100 or 200 level PY course.	
A philosophical consideration of the domain of nature with particular emphasis on the data and problems presented by the sciences and mathematics. Three hours per week.	
PY 336 Philosophy of Atheism	3 credits
<i>Prerequisite:</i> A 100 or 200 level PY course.	
A study of the scientific and humanistic forms of atheism, as proposed by Comte, Feuerbach, Marx, Nietzsche, Freud, Sartre, Merleau-Ponty, Ayer and others. Special attention will be given to the atheistic features present in numerous forms of belief in God. Three hours per week.	
PY 422 Contemporary Philosophical Problems	3 credits
<i>Prerequisite:</i> A 100 or 200 level PY course.	
Presentation, discussion, and criticism of relevant living philosophical issues of the twentieth century. Three hours per week.	
PY 423 Problems of Knowledge	3 credits
<i>Prerequisite:</i> A 100 or 200 level PY course.	
A study of the theories of knowledge. An examination of the truth-value of knowledge, including an analysis of the existential judgment. Three hours per week.	
PY 429 Advanced Independent Study and Research	3 credits
<i>Prerequisite:</i> Permission of Philosophy Coordinator.	
Independent readings from ancient, medieval, and modern authors to acquaint the student with fundamental problems as expressed in philosophical literature.	
PY 431 Ancient Philosophy	3 credits
<i>Concentration course.</i>	
A study of early Greek philosophy considering the transition from religion to philosophy. The major themes and representatives in pre-Socratic thought, and a detailed examination of Plato and Aristotle, concluding with a study of Stoic and Epicurean thought. Three hours per week.	



PY 432 Medieval Philosophy 3 credits

Concentration course.

An examination of the influence of Jewish, Christian and Islamic religions on philosophy, including a study of Plotinus, Augustine, Aquinas and the scholastic movement. Three hours per week.

PY 433 Modern Philosophy 3 credits

Concentration course.

A study of the origins, major movements and representatives of modern thought considering primarily Descartes, rationalism, British empiricism, Kant, and Hegel. Three hours per week.

PY 434 Metaphysics 3 credits

Prerequisite: A 100 or 200 level PY course.

Exploration into the nature of reality as revealed through experience and interpreted by speculation. Problematic treatment of traditional and modern topics; various conceptions of this science; the relation of metaphysics to other disciplines. Three hours per week.

PY 499 Senior Seminar in Philosophy 3 credits

Prerequisite: Senior standing.

Required one semester of the senior year.

Theology

The courses in Theology explore the realm of human values as man attempts to relate to his church, his fellow Christians, and the non-Christian world.

TY 121 The Church in the Modern World* 3 credits

Modern society in its relationships to Vatican II. The availability and accountability of the contributions of the Church to the growth and development of the individual as a personality and social entity. Three hours per week.

TY 221 Studies in Non-Christian Religions* 3 credits

An examination of the religious contributions of three major cultures; Chinese, Hindu, and Islamic. Evaluating the common elements in each. Three hours per week.

TY 231 Studies in Theory and Practice of Catholicism* 3 credits

The historical and theological background of the development, meaning, and purpose of the Catholic Church's beliefs and practices with current theological explanations of Catholicism. Three hours per week.

TY 241 Theological Aspects of Marriage* 3 credits

The role of religion as a science and an art as a practical foundation and energizing influence in the areas of marriage and family under the auspices of the Christian life style.

TY 324 Studies in Christian Thought* 3 credits

A survey of classical Christian writings from the Patristic, Reformation, and Post-Reformation periods, dealing with such authors as Augustine, Luther, Calvin, Rhaner, and Tillich. Three hours per week.

* Basic Studies Course

THE DIVISION OF SOCIAL SCIENCE

The Division of Social Science provides the opportunity to assess the multiplicity of social problems, issues, and decisions from different points of view. Courses are offered to assist the student to discover meaning for himself as a person functioning with others in groups, in the larger society, and in the modern world.

Concentrations in History, Political Science, Psychology, Sociology and Criminology are offered by the Division.

Students who plan to teach in the secondary schools in the social sciences should complete as electives the professional courses in education prescribed by the Division of Creative Teaching in addition to all the courses required in their concentration.

History

A concentration in History is designed as preparation for graduate study in history or for teaching in the secondary schools.

Required courses for a concentration in History: HY 121, 122, 123, 124, 329, 427, 499 and five other upper division courses in history to meet the minimum 36 hour requirement for the concentration.

HY 121 United States History to 1865* 3 credits

A survey of the principal movements, events, ideas, and personalities in U.S. History from Colonial times to the Civil War. Three hours per week.

HY 122 United States History Since 1865* 3 credits

A survey of the principal movements, events, ideas, and personalities in U.S. history from the Civil War to the present. Three hours per week.

HY 123 Western Civilization to 1500* 3 credits

A survey of the principal movements, events, ideas, and personalities in the Western World from ancient times to 1500. Three hours per week.

HY 124 Western Civilization Since 1500* 3 credits

A survey of the principal movements, events, ideas, and personalities in the Western World from 1500 to the present. Three hours per week.

HY 225 Eastern Civilization Since 1850* 3 credits

An intensive study of the historical development of the civilizations of the Far East, with emphasis on the impact of Western ideas and practices on the complex problems of American foreign policy in the area. Three hours per week.

HY 227 Latin America in the Twentieth Century 3 credits

Prerequisite: HY 122.

A survey of the major currents, events, ideas, and problems of Latin America from the revolutionary movements of the nineteenth century to the present. Three hours per week.

HY 323 Africa South of the Sahara to 1880 3 credits

To examine one ethnic group in depth in order to obtain a more personal feel of the human element involved in African history. To examine in detail African civiliza-

* Basic Studies Course

tions that existed many centuries before European penetration of interior Africa. Three hours per week.

HY 324 Africa South of the Sahara Since 1880 3 credits

To examine the European seizure of black Africa with attention to the effects on and reaction of the various African peoples, to trace the rise of African nationalism and drive for independence from European domination, to analyze first years of independence, the major problems that developed and African approaches to solving them. Three hours per week.

HY 325 Russia in the Twentieth Century 3 credits

Prerequisite: HY 123, 124.

An intensive study of the history and development of Russia since 1900. Three hours per week.

HY 329 Readings in History 3 credits

Prerequisite: Permission of History Coordinator.

A study of selected readings in European and American history. Three hours per week.

HY 421 Europe in the Nineteenth Century 3 credits

Prerequisite: HY 124.

An intensive study of the principal movements, events, and ideas in the Europe of the nineteenth century. Three hours per week.

HY 422 Europe in the Twentieth Century 3 credits

Prerequisite: HY 124.

A study of the major currents, events, and ideas in European history from 1870 to the present. Three hours per week.

HY 423 The United States in the Twentieth Century 3 credits

Prerequisites: HY 121, 122.

A study of the major currents, events, and ideas in United States history from the rise of big business and progressivism to the present. Three hours per week.

HY 425 United States Diplomatic History 3 credits

Prerequisites: HY 121, 122.

A survey of the principal themes and events in American foreign relations from the American Revolution to the present. Three hours per week.

HY 427 History of Ideas 3 credits

Prerequisite: Permission of History Coordinator.

A study of the major intellectual currents which have dominated historical thought, particularly in the Western World. Three hours per week.

HY 428 The Far East Since 1945 3 credits

Prerequisite: HY 225.

A survey of the internal development and international relations of the far eastern nations since the end of World War II. Three hours per week.

HY 429 Advanced Independent Study and Research 3 credits

Prerequisite: Permission of History Coordinator.

A study of historical areas of interest to students on an independent basis.

HY 430 The Role of the Military in the Modern World 3 credits

Prerequisite: HY 123 or HY 124.

An historical cross disciplinary reevaluation of the relationships between the soldier, the civilian, defense establishments, and society within states and in international relations in the modern world.

Political Science

HY 499 Senior Seminar I 3 credits

Prerequisite: Senior standing.

Required of History concentrators one semester of the senior year. An in-depth study with stress on research and discussion of major themes in history. Three hours per week.

HY 499 Senior Seminar II 3 credits

Analysis and discussion of the nature of history, philosophies of history, current historical problems. Three hours per week.

Political Science

A concentration in Political Science is designed as preparation for graduate study in political science, for teaching in secondary schools, for the legal profession, and for a career in politics or public service.

Required courses for a concentration in Political Science: PCL 121, 223, 224, 311, 312, 323, 499, and five upper division courses in Political Science to meet the minimum requirement for 36 hours for a concentration.

PCL 121 Introduction to Political Science* 3 credits

An insight into what Political Science is: the political and non-political; Political Science as a behavioral science; the strategies of research; the individual and the political system; and the quest for the political ideal. Three hours per week.

PCL 123 The Law and Society* 3 credits

A study of the law and its application to or effect upon all aspects of our society. An insight into sources and kinds of law, court systems, crimes, property and personal rights, contracts, and laws affecting marriage and the family. Three hours per week.

PCL 223 American Federal Government* 3 credits

A study of the origin, nature, and development of the Constitution, and organization, powers, and functioning of the executive, legislative, and judicial systems. Three hours per week.

PCL 224 American State and Local Government 3 credits

Prerequisite: PCL 223.

An analysis of those sovereign powers retained by the states under the Constitution. The relationships between the federal, state, and local governments are examined in detail. Three hours per week.

PCL 227 Scope and Method of Political Analysis 3 credits

Prerequisite: PCL 121.

An analysis of empirical research methods, such as game theory, use of computers, polling, and research design as they apply to political science. Three hours per week.

PCL 311 Political Theory I 3 credits

Prerequisite: PCL 223.

A meaningful enquiry into the role of the state, its auxiliary agencies and functions as exemplified by the writings of political philosophers from Plato to Hobbes. Three hours per week.

* Basic Studies Course

PCL 312 Political Theory II	3 credits
<i>Prerequisite:</i> PCL 223.	
An analysis of political philosophers from Locke to modern times. Three hours per week.	
PCL 323 Comparative Government	3 credits
<i>Prerequisites:</i> PCL 223, 224.	
A study of the political systems and government of the United Kingdom and the commonwealth system, France, Italy, the U.S.S.R., Germany, China, and others, noting the similarities with and differences from the institutions of the United States. Three hours per week.	
PCL 324 Inter-American Relations	3 credits
<i>Prerequisite:</i> PCL 323.	
Political relations between the United States and Canada, and between the United States and the Latin American nations, commencing with the Monroe Doctrine and including the functioning of the Organization of American States and the Alliance of Progress. Three hours per week.	
PCL 325 Public Administration	3 credits
<i>Prerequisite:</i> PCL 224.	
An analysis of the nature of public administration, its structures and limitations; its staff organization and chain of command; its unemployment policies and personnel training and management; its employees' organizations, and its public relations. Three hours per week.	
PCL 326 United States Constitutional Law	3 credits
<i>Prerequisite:</i> PCL 224.	
An intensive study and analysis of the U.S. Constitution with analysis of the more important Supreme Court decisions. Particular attention will be paid to civil liberties development. Three hours per week.	
PCL 329 Independent Study and Research	3 credits
<i>Prerequisite:</i> Permission of Political Science Coordinator.	
Advanced reading and special study in areas of interest to the individual student.	
PCL 412 Political Ideologies	3 credits
<i>Prerequisite:</i> PCL 311, 312.	
A description and analysis of the practical application of trends of political thought. The course will examine such basic ideas as Democracy in all its shades, and authoritarian and totalitarian political thought, including Communism, National Socialism, and Fascism. Three hours per week.	
PCL 421 Political Geography	3 credits
<i>Prerequisite:</i> PCL 323.	
An analysis of the geographical factors upon the political development of the world. Special emphasis upon the use of maps. Three hours per week.	
PCL 422 American Political Parties	3 credits
<i>Prerequisite:</i> PCL 224.	
A study of the origins, nature and functions of parties within the American system of government. Three hours per week.	
PCL 423 International Relations I	3 credits
<i>Prerequisite:</i> PCL 323.	
An insight into the development of modern systems of relations among nations with special emphasis upon American diplomacy and involvement in world affairs. Three hours per week.	

Psychology

PCL 424 International Relations II

3 credits

A study of the evolution of international organizations such as the Universal Postal Union, International Court of Justice, League of Nations and the United Nations. Attention will be paid to regional organizations such as N.A.T.O., S.E.A.T.O., and the Warsaw Pact. Three hours per week.

PCL 425 Practicum in Pre-Law

6 credits

Prerequisite: Permission of Political Science Coordinator and Division Chairman. Supervised training and observation under practicing law officers in Pasco County.

PCL 429 Advanced Independent Study and Research

3 credits

Prerequisite: Permission of Political Science Coordinator.

Advanced reading, study and research in areas designed to fit the special needs and interest of the individual student.

PCL 499 Senior Seminar

3 credits

Prerequisite: Senior standing.

Advanced work in the integration of concepts within the field of political science and the relationship of these to other areas of study in Social Science.

Psychology

A concentration in Psychology is designed as preparation for graduate work in psychology or guidance, for school guidance and counseling personnel work, or social welfare positions.

Required courses for a concentration in Psychology: PSY 121, 222, 225, 224, 499 and seven other upper division courses in Psychology to meet the minimum 36 hour requirement for the concentration. Biology, sociology and the humanities are suggested as electives.

PSY 110 Career Exploration

1 credit

Theories of occupational choice and career development; administration of aptitude tests and interest tests; interpretation of test results; the self concept and career choice; a look at today's labor market. This is a pass/fail course.

PSY 121 Introduction to Psychology*

3 credits

A survey of major topics in psychology. Three hours per week.

PSY 125 Behavioral Technology

3 credits

This course is designed to introduce the college student to the basic aspects of behavioral technology. Its purpose is to enable the student to answer the question "How can motivation of people be changed?" The course will include the concepts of contingency management and self management. Three hours per week.

PSY 222 Psychology of Adjustment*

3 credits

Psychology factors involved in the processes of human adjustment. Three hours per week.

* Basic Studies Course

PSY 224 Experimental Psychology	3 credits
<i>Prerequisites:</i> PSY 121, 225.	
The application of major scientific research methods and strategies to psychology. Three hours per week.	
PSY 225 Descriptive Statistics	3 credits
This course is designed for students concentrating in psychology, sociology, political science and education. Its purpose is to develop understanding of the concepts and terms related to descriptive statistics and to develop skills in statistical literacy and simple problem solving. Three hours per week.	
PSY 226 Inferential Statistics	3 credits
<i>Prerequisite:</i> PSY 225.	
This course is designed for students who are concentrating in psychology, sociology, political science and education. It is particularly designed for those students who are planning on going to graduate school. Its purpose is to develop understanding of the concepts and the terms related to inferential statistics and to develop skills in statistical literacy and simple problem solving. Three hours per week.	
PSY 321 Psychological Tests and Measurements	3 credits
<i>Prerequisites:</i> PSY 121, 225.	
A review of standard tests and questionnaires used to evaluate ability, achievement, and personality. Individual projects in constructing, administering, scoring, and interpreting individual and group tests. Three hours per week.	
PSY 322 Physiological Psychology	3 credits
<i>Prerequisite:</i> PSY 121; BLY 220.	
The structure and function of the central nervous system as related to emotion, motivation, learning, and theory of brain functions. Three hours per week.	
PSY 326 Developmental Psychology	3 credits
<i>Prerequisite:</i> PSY 121.	
Facts and theories concerning psychological development and change throughout the life span are considered. Attention is given to normal problems of adjustment at crucial phases of development. Three hours per week.	
PSY 327 Abnormal Psychology	3 credits
<i>Prerequisites:</i> PSY 121 or 222.	
The influence of motivational, experimental, and perceptual factors in the process of learning and cognition. Three hours per week.	
PSY 329 Independent Study and Research	3 credits
<i>Prerequisite:</i> Permission of Psychology Coordinator.	
Directed reading, testing, or projects involving research and experimentation. May be repeated for credit.	
PSY 420 Social Group Dynamics	
Same as SY 420.	
<i>Prerequisite:</i> Senior standing in psychology or sociology.	
A study of group work as related to personality adjustment. The theory and practice of group work will be studied and demonstrated. Three hours per week.	
PSY 422 Learning and Motivation	3 credits
<i>Prerequisite:</i> PSY 224.	
A study of the basic learning and motivational processes with emphasis on the nature of the problem, experimental procedures and theoretical significance. Three hours per week.	

Sociology

PSY 423 Educational Psychology	3 credits
<i>Prerequisite:</i> PSY 121.	
Understanding of the applications of psychological principles to the educational process. Three hours per week.	
 PSY 424 Individual Intelligence Testing	3 credits
<i>Prerequisite:</i> Permission of Psychology Coordinator.	
A study of intelligence testing. Experience in the administration and interpretation of the Wechsler tests and the Stanford Binets. Three hours per week. (Materials approximately \$100.)	
 PSY 425 Practicum in Psychology	15 credits
<i>Prerequisite:</i> Permission of Psychology Coordinator.	
480 hours of supervised observation and training in community and industrial settings.	
 PSY 427 Personality Theory	3 credits
<i>Prerequisite:</i> PSY 121 or 222.	
A review of the development of personality theories influencing modern psychological thought. Three hours per week.	
 PSY 428 Counseling Principles and Practices	3 credits
<i>Prerequisite:</i> Permission of Psychology Coordinator.	
An examination of theory and practice in counseling. Professional and ethical issues are considered. Three hours per week.	
 PSY 429 Advanced Independent Study and Research	3 credits
<i>Prerequisite:</i> Permission of Psychology Coordinator.	
Advanced reading, testing or projects involving research and experimentation. May be repeated for credit.	
 PSY 499 Senior Seminar in Psychology	3 credits
<i>Prerequisite:</i> Senior standing.	
Required one semester of the senior year. The integration of concepts within the field of psychology and the relation of these to other areas of study. Three hours per week. May be repeated once for credit.	

Sociology

Three programs of concentration in Sociology are offered. The first program is for those students who plan to prepare for graduate study in sociology. The required courses are SY 121, 221, 222, 223, 320, 323, 324, 327, 499 and five other upper division courses in Sociology.

The second concentration is provided for those students who anticipate placement in a social agency or graduate study in social work or guidance and counseling. Required courses are SY 121, 221, 222, 223, 320, 328, 422; one of the following: SY 420, 427, 428; and SY 425, 499; plus one additional upper division course in sociology.

The third concentration is Criminology. Because of its highly specialized nature, a total of 51 hours is required. Required courses are SY 121, 222, 322, 324, 325, 326, 421, 499; PSY 121, 222; PCL 123; ECS 201, 202, 423; GBA 251; MGT 301, 311. As optional courses PSE 230, six credit hour Police Training Program or SY 425 Practicum in Social Work.

All 300 and 400 level courses are limited to juniors and seniors. Exceptions may be made only by the instructor of the course.

SY 121 Introduction to Sociology* **3 credits**

A survey of the major topics in sociology. Three hours per week.

SY 221 Introduction to Social Work* **3 credits**

An introductory study of major areas of work practice to provide understanding and appreciation of social work. The course includes a brief history and philosophy of social welfare and social institutions. The student is introduced to the career opportunities within the field of social welfare. Three hours per week.

SY 222 Social Problems* **3 credits**

The major social problems affecting individuals and groups in modern industrial societies. Three hours per week.

SY 225 Descriptive Statistics **3 credits**

Same as PSY 225.

SY 226 Inferential Statistics **3 credits**

Same as PSY 226.

SY 320 Methods of Social Research **3 credits**

Prerequisite: SY 121.

An analysis of research methods in social science; training in techniques and materials of research; individual studies of social situations. Three hours per week.

SY 321 Social Structure and Social Organization **3 credits**

Prerequisite: SY 121.

An analysis of existing social structures and social organizations, with an in-depth study of organizational activity and social structural integration. Three hours per week.

SY 322 Minority Group Relations **3 credits**

Prerequisite: SY 121.

Current themes of ethnic group and majority-minority group relations, cross-cultural case studies, group identification, and social changes. Three hours per week.

SY 323 Sociological Theory **3 credits**

Prerequisites: SY 121, 320.

Social theory through Comte and Spencer followed by investigation of such theorists as Durkheim, Simmel, Weber, Parsons, and Morton. Three hours per week.

SY 324 Marriage and the Family **3 credits**

Prerequisite: SY 121.

A pragmatic study of marriage and the family with the major focus on the preparation for marriage. Three hours per week.

SY 325 Urban Sociology **3 credits**

Prerequisite: SY 121.

The social structure of the community in modern industrial societies. Three hours per week.

SY 326 Criminology **3 credits**

Prerequisite: SY 121.

Criminal behavior, law and law enforcement, crime in the United States, penology, and crime prevention. Three hours per week.

*Basic Studies Course

SY 327 Cultural Anthropology	3 credits
<i>Prerequisite:</i> SY 121.	
A study of the formation, structure, and function of cultural organization and dynamics. Three hours per week.	
SY 328 Methods of Social Work Practice	3 credits
<i>Prerequisite:</i> Junior standing.	
A theoretical consideration of the concepts and methods of social work practice; and the values, activities and roles of social workers in various practice settings. This includes an understanding of individuals, families, communities and groups, and the psycho-social transaction that occurs among them. Discussion of specific cases with emphasis of the interrelatedness of study, assessment and intervention.	
SY 329 Independent Study and Research	3 credits
<i>Prerequisite:</i> Permission of Sociology Coordinator.	
Advanced reading and research in fields designed to fit special needs. May be repeated for credit.	
SY 335 Women in American Society	3 credits
A study of the evolution of the role of the American woman. Three hours per week.	
SY 420 Social Group Dynamics	3 credits
<i>Prerequisite:</i> Senior standing in sociology or psychology.	
A study of group work as related to personality adjustment. The theory and practice of group work will be studied and demonstrated. Three hours per week.	
SY 421 Juvenile Delinquency	3 credits
<i>Prerequisite:</i> SY 121.	
The problem, its theories, and methods of control and treatment. Three hours per week.	
SY 422 Social Welfare as a System	3 credits
<i>Prerequisite:</i> Junior standing.	
A study of the evolving delivery systems of social welfare services in relation to the larger social system with its changing belief and value orientations. Course includes such current issues as: income maintenance, national health insurance, role of the government in relation to voluntarism. Three hours per week.	
SY 424 Family Analysis	3 credits
<i>Prerequisite:</i> Permission of Sociology Coordinator.	
Theory of inter-personal relations and interaction in the modern family. Analysis of role and function. Three hours per week.	
SY 425 Practicum in Social Work	15 credits
<i>Prerequisite:</i> Permission of Sociology Coordinator.	
Supervised observation and training in community agencies.	
SY 427 Community Organization	3 credits
<i>Prerequisite:</i> SY 328.	
Basic models of community organization, social planning, social action and community development. Primary focus is on development of community resources. Three hours per week.	
SY 428 Counseling Principles and Practices	3 credits
<i>Prerequisite:</i> Permission of Psychology Coordinator.	
An examination of theory and practice in counseling. Professional and ethical issues are considered. Same as PSY 428. Three hours per week.	

SY 429 Advanced Independent Study and Research **3 credits**

Prerequisite: Permission of Sociology Coordinator.

Advanced reading and research in fields designed to fit special interests. May be repeated for credit.

SY 499 Senior Seminar **3 credits**

Prerequisite: Senior standing.

The integration of concepts within the fields of sociology or social work and the relation of these with the other areas of study. Three hours per week.

THE DEPARTMENT OF CONTINUING EDUCATION

The Department of Continuing Education has responsibility for the development of quality programs for the adult part-time students as well as for extending services of the college faculty and facilities to the people of the community, the region, and the state.

To accomplish this end, three general areas, Evening and Off-campus Programs, Community and Area Service Programs, and Summer School have been developed.

The general objectives of the Department of Continuing Education are those of the institution. In addition, the following specific objectives serve to extend the resources of the College to the adult community.

1. To provide a broad curricular program at the college level which will aid those who cannot normally pursue an educational program during the day in advancing goals ordinarily sought by full-time students.
2. To provide courses and programs of value and interest to adults which meet specialized needs not ordinarily satisfied by the regular college day program.
3. To provide educational extension services for in-service teachers.
4. To provide an extension of the day school which will increase the number of class sections to accommodate more students and allow greater flexibility in registration.
5. To be cognizant of community and area needs for educational programs and to serve as the liaison between the community and the departments of the college for use of faculty and facilities.

An effort is made to present any course for which there is a sufficient demand and available facilities. In most cases, a minimum of 15 requests from individuals or a minimum guarantee by an organization for a specific course is considered for exploratory action on the part of the College.

Many of the courses listed in the day section of the catalogue will be taught in the Evening and Off-campus Programs in addition to those listed in the Continuing Education section.

EN 403S A Field Study in Community Health Resources 4 credits

This course offers the student an opportunity to: 1. Become better acquainted with the personnel, activities and resources of his County Health Department and other official and voluntary health agencies. 2. Increase his knowledge and understandings by direct experience with the community health problems, needs and community resources in the county and state at large. 3. Gain new insights and understandings by direct experience with the community health problems, programs and resources which will enable him to improve his school health program. 4. Meet certain certification requirements. 5. Act as a resource person in health matters for the school or the county.

EN 441 Behavioral Objectives and Their Implementation 3 credits

The course is designed to teach how to write behavioral objectives in the cognitive, psychomotor, and affective domains and how to implement them in the classrooms.

EH 400 Drama: Theatre For The Secondary School Teacher 3 credits

A course directed to the practices of the director and the technical director in readying a play for the stage; applied practice in directing, lighting and scene design and construction.

HS 420 Humanities in the Elementary School 3 credits

This institute concerns itself with the teaching of humanities in the elementary school. Materials and methods will be explained and course content carefully considered.

**MC 421 Seminar: Principles, Present Practices and Frontiers
in Music Education 3 credits**

This course deals with the continuing examination of the instructional methods in music.

PSE 230 Police Science 3 credits

This course serves to introduce students to various fields relating to police science. Areas covered include: introduction to law enforcement, ethics and professionalization, basic law for police, criminal evidence, administration of criminal law, crime investigation, patrol procedures, police community relations, traffic control, juvenile procedures, defensive tactics, civil disorders, firearms training and first aid. Completion of this 320 hour program satisfies the Florida Police Standards Basic Recruit Training requirements.

PSY 431 Behavioral Problems of Normal Children 3 credits

This course provides the student with insight into and an understanding of the concepts, normality and adjustment of the child as he progresses through his environmental milieu. The content of the course will include: growth and development, psychologic care, etiologic factors in behavioral problems, emotional problems, the management of behavioral problems, problems of habit and training, and antisocial behavior.

**Reading 420 Practicum in Reading Methodology and Techniques
K-6 Elementary Level 3 credits****Reading 421 Practicum in Reading Methodology and Techniques
7-12 Secondary Level 3 credits**

These courses will provide an opportunity for the student to investigate and study diagnosis and correction of reading difficulties. Each will be a practicum in the true sense of the word in that each student will have an opportunity to work with the latest devices, techniques and evaluative procedures used by the classroom teacher in working with his students.

RE 201 Introduction to Real Estate Principles and Practices 2 credits

A general course for the person who wishes to know the principles of real estate dealing. Also the required course for anyone anticipating a career in real estate. The course is an introduction to some of the major aspects of today's real estate business, including contracts, deeds, financing, taxation, legal descriptions, as well as an overview of the real estate business as a career opportunity.

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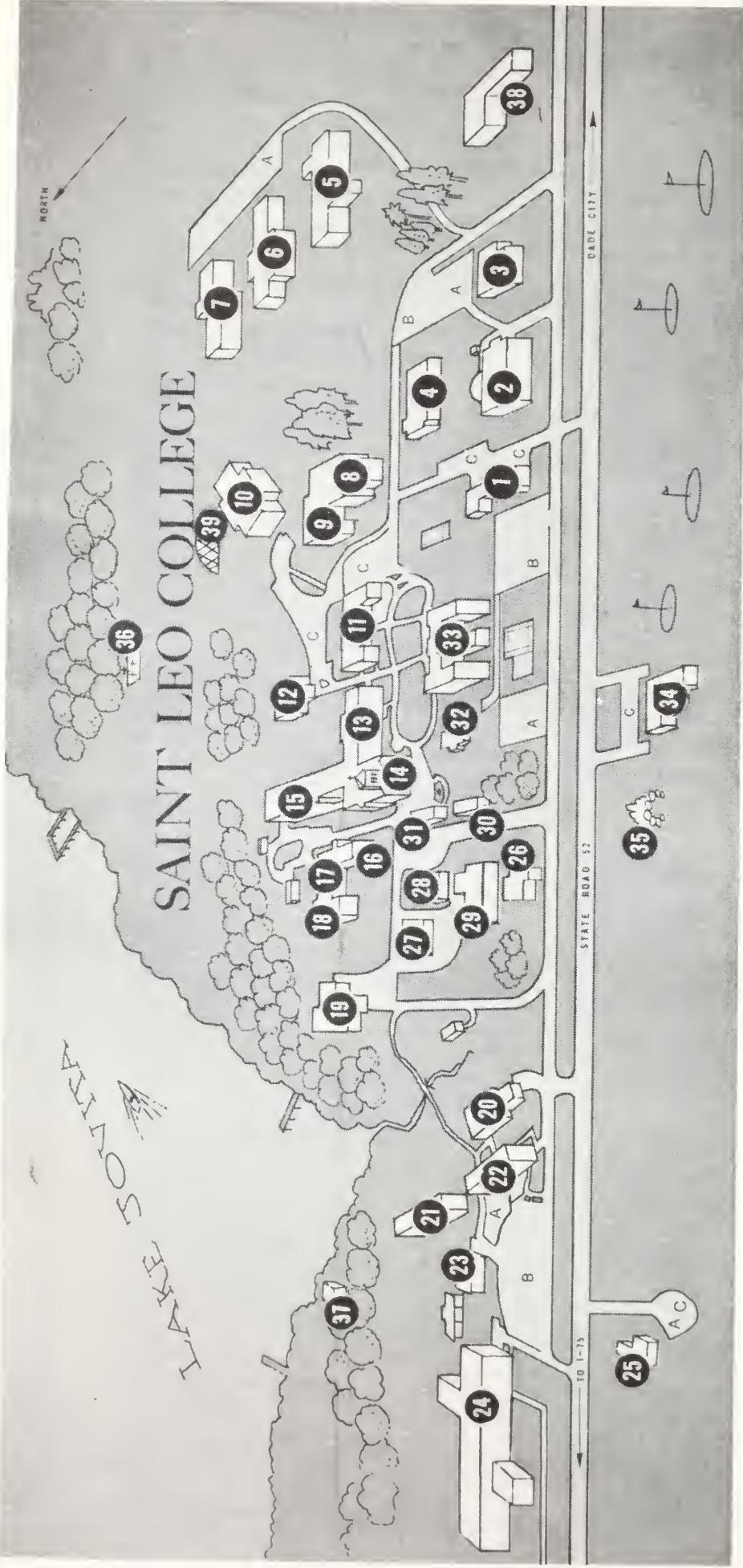
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